

## **Minutes of the Justice Committee**

The Justice Committee of the McLean County Board met on Tuesday, October 7, 2014 at 4:30 p.m. in Room 400 of the Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Caisley; Members Rankin, McIntyre, Wollrab, Schafer, Soeldner, and Wendt

Members Absent: None

Other County Board  
Members Present: Member Metsker

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator; Ms. Judith LaCasse, Assistant to the County Administrator; Mr. Don Knapp, First Civil Assistant State's Attorney

Department Heads/  
Elected Officials  
Present: Mr. Jeff Flanagan, Interim Public Defender; Ms. Judy Brucker, Director, Children's Advocacy Center; Mr. Jason Chambers, State's Attorney; Mr. Don Everhart, Circuit Clerk; Sheriff Mike Emery; Ms. Beth Kimmerling, Coroner; Mr. Pablo Eves, First Assistant State's Attorney, Criminal Division

Others Present: Ms. Patricia Marton, Community Member; Lt. John Sandage, Sheriff's Department; Mr. Rusty Thomas, Chief Deputy Sheriff; Mr. Seth Reynolds, Deputy Coroner, Coroner's Office; Ms. Carla Barnes, Public Defender's Office

Chairman Caisley called the meeting to order at 4:30 p.m.

Chairman Caisley presented the Minutes of the September 2, 2014 Justice Committee Meeting for approval.

Motion by Soeldner/Rankin to Approve the Minutes of the September 2, 2014 Meeting.  
Motion carried.

Ms. Patricia Marton, Community Member, provided the Committee with additional information regarding elder abuse and bullying. She indicated that she recently had a discussion with the Public Safety Working Group of McLean County Regional Planning Commission regarding "Awareness Preventative Services for Vulnerable Generations" focusing on the elderly. Ms. Marton stated that participants included representatives of the Regional Planning Commission, East Central Area Agency on Aging; and PATH. She noted that ideas were exchanged about how to better integrate this subject within the group's comprehensive plan. Ms. Marton advised that one idea would be to designate one agency as the central coordinating body for on-line data, and to have material placed in a central location such as the Public Library.

Ms. Marton stated that overall goals would be to develop awareness of existing and potentially difficult situations and to establish practices to improve them. She noted that she is most interested in sensitivity training at both staff and managerial levels to further limit such situations from occurring. Ms. Marton added that representatives on the County Board and the Bloomington City Council agree with this effort and, hopefully, are willing to work towards it. She stated that she also hopes that hiring procedures would be amended and made more stringent to ensure that both prospective and current employees and administrators are aware of appropriate and inappropriate behavior.

Ms. Marton advised that she would like to help establish a pilot project in a community facility in which staff training procedures are established and then tracked for their effectiveness over a period of a year.

Ms. Marton pointed out that there were problems over a year ago with two bus drivers at Connect Transit which were reported and which have not recurred. She indicated that she mentioned this at a recent Connect Transit Trustees meeting and was later told by the Executive Assistant that additional customer service training will be developed, and video cameras have been established on the buses with sound to observe drivers' behavior. She stated that Bloomington Mayor Tari Renner is interested in doing this in his areas of jurisdiction as well. Ms. Marton said that Police Officers Sara Mayer in Bloomington and Amanda Street in Normal are currently setting up anti-bullying materials on their website.

Ms. Marton thanked the Committee for its time and suggestions, and noted that she looks forward to working with the Committee. She indicated that she went to a candlelight vigil last night sponsored by Neville House entitled "Hope and Healing" which was very moving and showed the support that is available in our communities and our County for those who need it.

Ms. Schafer asked if it is legal for Connect Transit to have video and audio on their buses as she thought audio was not allowed. Mr. Knapp replied that he could review the eavesdropping statute. Mr. Wasson clarified that Connect Transit is not part of the County government and not a client responsibility of the civil assistants..

Ms. Judy Brucker, Director, Children's Advocacy Center, presented the Children's Advocacy Center Report and the CASA Report. She indicated that, through the end of August, the Advocacy Center has seen 151 children. CASA is currently serving 84 children with 42 active CASA volunteers working cases. Through the end August, CASA volunteers have provided 5,700 hours of time. Ms. Brucker noted that there is a CASA training class in session now.

Chairman Caisley asked if there were any questions or comments. Hearing none, he thanked Ms. Brucker.

Mr. Pablo Eves, First Assistant State's Attorney, Criminal Division, reviewed the State's Attorney Monthly Caseload Report and Asset Forfeiture Fund Report. He noted that the September caseload shows a slight upward trend from the prior month, but is still less than 2013. Mr. Eves indicated that there are currently three felony trials as well as two misdemeanor trials.

Ms. Wollrab expressed concern with the increase in felony cases. Mr. Eves replied that numbers are down from last year.

Chairman Caisley asked if there were any questions or comments. Hearing none, he thanked Mr. Eves.

Mr. Don Everhart, Circuit Clerk, presented a request for approval of a Loomis Armored US, LLC Agreement Amendment. He indicated that this amendment would extend the current agreement for one year through November 1, 2015. There is no change in the cost.

Motion by Soeldner/McIntyre to Recommend Approval  
of a Loomis Armored US, LLC Agreement Amendment.  
Motion carried.

Mr. Everhart reviewed his August 2014 Statistical Reports. He stated that there was nothing unusual in the reports.

Chairman Caisley asked if there were any questions or comments. Hearing none, he thanked Mr. Everhart.

Mr. Jeff Flanagan, Interim Public Defender, introduced Ms. Carla Barnes who will become the fulltime Public Defender beginning next Monday.

Mr. Flanagan presented a request for approval of a contract between Mr. Philip Finegan, Special Public Defender, and the Public Defender's Office. He stated that the contract is identical to previous contracts except for additional language which allows for a for-cause termination.

Mr. Wendt asked who determines these types of decisions. Mr. Knapp replied that the County Code is very specific that the Judiciary has the power to appoint the Public Defender. In addition, the hiring and firing of Special Public Defenders also lies in the hands of the Judiciary who have delegated that responsibility to the Public Defender's office. The reason that the County is a party of this contract is because the County's Code mandates that the County pays the contract cost.

Motion by Schafer/Wollrab to Recommend Approval of  
a Contract between Mr. Philip Finegan, Special Public  
Defender, and the Public Defender's Office.

Motion carried.

Mr. Flanagan reviewed the Public Defender's Office Monthly Report.

Ms. Wollrab asked Ms. Barnes if she will continue with her current case load. Ms. Barnes replied that her current position is included on the Critical Hire list.

Chairman Caisley thanked Mr. Flanagan for his service as Interim Public Defender.

Chairman Caisley asked if there were any additional questions or comments. Hearing none, he thanked Mr. Flanagan and Ms. Barnes.

Chairman Caisley indicated that Ms. Lori McCormick, Director, Court Services, was unable to attend the meeting, but will be here tomorrow night for her budget review.

Sheriff Mike Emery presented a request for approval of a Task Force 6 Grant 411220: Expanding Multi-Jurisdictional Narcotics Unit. He advised that this grant is the JAG Grant that is brought to the Committee annually. McLean County is a pass-through for the grant and has no financial obligation towards the grant.

Motion by McIntyre/Wendt to Recommend Approval of  
a Task Force 6 Grant 411220: Expanding Multi-  
Jurisdictional Narcotics Unit.

Motion carried.

Sheriff Emery presented a request for approval of the purchase of Panasonic Mobile Video Recorders. He explained that the current system, AMR, is twelve years old and the County is the only local law enforcement agency using this system. Bloomington, Normal and Illinois State University previously used this equipment, but have gone to the Panasonic. He noted that the AMR company went out of business three years ago and the equipment can no longer be supported. Sheriff Emery added that Panasonic has the State of Illinois bid on this technology. He stated that the value of this equipment is for the protection of the officer as well as the person being stopped as it provides evidence to the State's Attorney's Office in the prosecution of any crimes that may result from that traffic stop. Sheriff Emery added that they were able to secure

\$6,000 on the purchase of the equipment and were provided the rear seat cams for free.

Sheriff Emery advised that Drug Asset Forfeiture money is being used to purchase this equipment at a cost of \$96,190. He stated that he will be asking for approval to purchase the server in November, noting that they are working with Information Technologies to make sure that they will be able to provide support for the equipment when the warranty expires.

Motion by Wendt/Schafer to Recommend Approval of  
the Purchase of Panasonic Mobile Video Recorders.  
Motion carried.

Sheriff Emery reviewed the September 2014 Detention Facility Population Report. He stated that the population has been running high, but they have been able to manage the population with the assistance of CJCC.

Chairman Caisley asked if there were any questions or comments. Hearing none, he thanked Sheriff Emery.

Ms. Beth Kimmerling, Coroner, and Chief Deputy Coroner Seth Reynolds, reviewed the August 2014 Report. She pointed out that there were almost 100 deaths reports in August which is 20 more than the average. Ms. Kimmerling noted that McLean County autopsies are holding the line. She stated that there are an average of 20-25 out-of-County cases per month.

Chairman Caisley asked if there were any questions or comments. Hearing none, he thanked Ms. Kimmerling.

Ms. Hannah Eisner, Assistant County Administrator, reviewed the Justice Committee critical personnel position requests received by the County Administrator's Office through September 30, 2014. All positions listed below are budgeted and funded through the end of FY 2014. She noted that this includes the Public Defender III replacement for Ms. Barnes.

### Sheriff

#### 1) Request to fill 1.0 FTE Deputy Patrol Officer

The Sheriff's has one vacant Deputy Patrol Officer Position. The vacancy is the result of a resignation. The Sheriff cannot meet minimum staffing for all shifts with the current number of deputies and must require deputies to work overtime to fill any gaps. The Sheriff must have all positions filled to meet minimum staffing for all shifts. This position must be filled to insure public safety.

2) Request to fill 1.0 FTE Correctional Officer Position

The Sheriff has one vacant Correctional Officer position due to a retirement. The Sheriff's budget includes funds for 48 FTE correctional officers. There were 47 correctional officers on staff prior to this vacancy and this opening reduces the staffing to 46. The jail must have 48 correctional officers to maintain minimum staffing for all shifts. This position must be filled to maintain jail security.

State's Attorney's Office

1) Request to fill 1.0 FTE Assistant State's Attorney I Position

The State's Attorney's Office has one ASA I position in Child Support due to a transfer. This position is responsible for handling half of the case load of the child support cases filed by that department and the duties include the preparation of petitions, preparing the cases for hearings, negotiating child support orders, and presenting evidence in those hearings where there is no agreement. This program is grant funded and has to meet production standards to retain funding. It is essential that the second attorney position be filled to insure meeting those standards.

2) Request to fill 1.0 FTE Assistant State's Attorney I Position

The State's Attorney's Office has an Assistant State's Attorney position due to a resignation. This ASA I position is currently assigned to handle Major Traffic and DUI cases. The duties and responsibilities include the preparation of motions, correspondence and other documents as well as preparing for and appearing in court for all hearings pertinent to the prosecution of Major Traffic and DUI cases. Preparation includes being familiar with all aspects of each case; talking with all pertinent witnesses regarding their testimony; and making sure that all the evidence is ready to present, i.e. necessary laboratory work has been completed and the resulting reports received. This division carries a large caseload and the work cannot be absorbed by existing staff given the caseload.

3) Request to fill 1.0 FTE Victim/Witness Coordinator Position

The State's Attorney's Office has a Victim/Witness Coordinator position vacancy due to a resignation. This position serves as an intermediary between witnesses and victims and the prosecutors handling the cases. That involves not just helping communicate with the public, but also coordinating when victims/witnesses should appear for court hearings. A victim/witness coordinator also helps determine if victims have requested any restitution information. This position is assigned to the misdemeanor cases.

Circuit Clerk's Office

1) Request to fill 1.0 FTE Supervising Office Support Specialist Position

The Circuit Clerk's Office has a vacant Supervising Office Support Specialist position in the Traffic Division due to a resignation. The principal duties of this position include, but are not limited to: monitor work flow for the customer support team. In conjunction with team members, develop and recommend modifications to work flow, policies and procedures; provide guidance, suggestions and information to team members to ensure accurate, efficient customer support; provide input to the performance evaluations of team members; assist at public counter and answer phone; set court dates in EJS, run paper work; enter disposition and sentences, assess fine and costs, receipt money, run credit card receipts, enter appearances; enter docket entries from case file into EJS; process all DUI files that have been sentenced, close DUI files when paid in full; transfer bond and paperwork, make docket entries on files that have been upgraded to a Felony.

2) Request to fill a 1.0 FTE OSS I Position

The retirement of a staff member has created a vacant OSS 1 position in the Circuit Clerk's Traffic Division. The principal duties of this position include, but are not limited to: receives and proofreads all citations from the arresting agencies in McLean County; file stamps and creates case folders, prints custody list every morning; pulls all traffic cases with a custody hearing that day, pulls transmittals; verifies a match with paperwork from Sheriff's department, checks notifications periodically through the day to determine if charges need to be added to an existing case or new charge is to be filed by information.

Motion by Soeldner/McIntyre to Recommend Approval  
of the Critical Personnel Hiring Requests.  
Motion carried.

Mr. Bill Wasson, County Administrator, introduced the review of the Fiscal Year 2015 Recommended Budget.

**Children's Advocacy Center – 0129-0062** can be found on pages 315-319 of the FY'2015 Recommended Budget and pages 103-107 of the Summary in the Agenda packet. Mr. Wasson stated that, in previous meetings, it was suggested that he not read the entire summaries, which are being included in minutes. He noted that he will mention a couple highlights which need special attention.

Highlights of the Recommended Budget:

**REVENUE**

**401.0001 General Property Taxes:** This line item has decreased from \$136,366 in the FY'2014 Adopted Budget to \$123,291 in the FY'2015 Recommended Budget to reflect additional revenue from other sources. The Children's Advocacy Center is permitted by

law to levy a property tax in an amount not to exceed a tax rate of \$0.0400 per \$100 of equalized assessed valuation.

404.0085 VOCA GRANT - CASA: It accounts for the grant funding to be received from the Illinois Criminal Justice Information Authority for CASA activities. Revenue in this account is \$83,169 in the FY'2015 Recommended Budget, up from \$76,931 in the FY'2014 Adopted Budget. The CAC anticipates it will continue to receive last year's actual amount in FY'2015.

404.0086 VOCA GRANT - CAC: The account includes grant funding to be received from the Illinois Criminal Justice Information Authority for CASA activities. In the FY'2015 Recommended Budget, this account has been budgeted at \$36,257, up from \$33,538 in the FY'2014 Adopted Budget. The CAC anticipates it will continue to receive last year's actual amount in FY'2015.

407.0048 Violent Crime Victim Assistance: This line item has increased from \$9,850 in the FY'2014 Adopted Budget to \$10,835 in the FY'2015 Recommended Budget reflecting an anticipated 10% increase in grant funding.

410.0185 CAC Court Fees: This line item has increased from \$75,000 in the FY'2014 Adopted Budget to \$85,000 in the FY'2015 Recommended Budget based on year to date revenues and an anticipated fee increase of \$1.50.

410.0101 Child Protection Network: This line item has decreased from \$76,044 in the FY'2014 Adopted Budget to \$54,853 in the FY'2015 Recommended Budget due to the availability of other revenue sources. The Child Protection Network provides financial support for the CASA program.

410.0013 Contributions: This line item has increased from \$19,513 in the FY'2014 Adopted Budget to \$23,066 in the FY'2015 Recommended Budget. This account includes funding from the United Way for the CASA program.

## EXPENDITURES

### *Personnel*

There is no change in the Full-Time Equivalent staffing level in the FY'2015 Recommended Budget.

### *Materials and Supplies*

All Materials and Supplies line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget, except for the following.



608.0001 Gasoline/Diesel Fuel: This line item has decreased from \$1,400 in the FY'2014 Adopted Budget to \$250 in the FY'2015 Recommended Budget. This account primarily covers the cost of traveling to satellite CACs and is borne by the Child Protection Network funding streams specifically for those satellites in DeWitt and Livingston Counties.

*Contractual Services*

All of the Contractual line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget, except for the following.

742.0001 Vehicle Maintenance Repair: This line item has decreased from \$1,500 in the FY'2014 Adopted Budget to \$400 in the FY'2015 Recommended Budget. This account primarily covers the cost of traveling to satellite CACs and is borne by the Child Protection Network funding streams specifically for those satellites in DeWitt and Livingston Counties.

793.0001 Travel Expense: This line item has decreased from \$1,100 in the FY'2014 Adopted Budget to \$500 in the FY'2015 Recommended Budget. Staff are utilizing the agency vehicles more consistently, reducing the need to reimburse them for using their own vehicles.

Ms. Wollrab asked how it is possible to collect these court fees from people who cannot afford to pay the fees. Mr. Wasson replied that estimated \$10,000 increase in Court Fees is not being budgeted solely as a result of the \$1.50 per case increase. He added that we have been successful in the past few years in generating revenue in this specific fee by working with the State's Attorney's Office and the Courts to make sure that the fee is being appropriately levied. Ms. Eisner noted that the difficulty in collecting fees is not necessarily due to the inability to pay.

Ms. Eisner stated that an error was made. She advised that there was a position included in the full-time salary calculations that should have been in the part-time salary calculations.

Motion by Schafer/Wollrab to recommend tentative approval of the Children's Advocacy Center – (0129-0062) FY'2015 Recommended Budget as amended to correct the full-time and part-time salary calculations.

Motion carried.

**State's Attorney's Office – 0001-0020** can be found on pages 94-100 of the FY'2015 Recommended Budget and pages 108-112 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

## REVENUE

404.0048 Violent Crime Victim Assistance: This account contains grant funding for one (1) victim witness advocate position, pursuant to the Federal Victims of Crime Act (VOCA), from January 1 to June 30, 2015. Funding has increased from \$40,609 in the FY'2014 Adopted Budget to \$43,902 in the FY'2015 Recommended Budget to reflect anticipated funding.

407.0012 Appellate Prosecutor Salary Reimbursement: This line item account has decreased from \$40,000 in the FY'2014 Adopted Budget to \$28,200 in the FY'2015 Recommended Budget due to a decrease in drug asset forfeiture funds.

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, and 2014 experience, we anticipate receiving \$142,000 in the FY'2015 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 4 years, we expect to receive only \$28,000.

407.0041 Victim Witness Grant: This line item has increased from \$26,550 in the FY'2014 Adopted Budget to \$29,200 in the FY'2015 Recommended Budget to reflect anticipated funding.

410.0019 Bad Check Diversion Revenue: This line item account has increased from \$700 in the FY'2014 Adopted Budget to \$95,239 in the FY'2015 Recommended Budget to reflect expected revenue from the new Deferred Prosecutions program.

## EXPENDITURES

### *Personnel*

The Full-Time Equivalent staffing level has increased from 39.00 FTEs in the FY'2014 Adopted Budget to 41.50 FTEs in the FY'2015 Recommended Budget. This reflects increases in the following positions: Assistant State's Attorney I (4.00 to 4.50), Deferred Prosecution Program Administrator (0.00 to 1.00), and Office Support Specialist II – Deferred Prosecution Program (0.00 to 1.00). This comes at the recommendation of the State's Attorney and the institution of a Deferred Prosecution Program within the State's Attorney's office which will be paid for through fees assessed for the Deferred Prosecution Program.

Ms. Schafer asked what the Deferred Prosecution Program is. Mr. Chambers replied that individuals who are arrested who have no prior arrests can be referred to a

Deferred Prosecution Program at a cost of \$350. Once the individual completes the program, their crime will either not be charged or would be dismissed. Mr. Chambers stated that above the cost of the program, he expects it will generate funds.

*Materials and Supplies*

All 600 line item accounts have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget, except for the following.

620.0001 Operational Supplies: This line item account has been increased from \$16,540 in the FY'2014 Adopted Budget to \$18,800 in the FY'2015 Recommended Budget due to an increased caseload.

628.0001 Copying Expenses: This line item account has increased from \$5,647 in the FY'2014 Adopted Budget to \$9,300 in the FY'2015 Recommended Budget. There are two major reasons for this increase: 1) the cost of copying paper has risen; and 2) the transfer of this expense from the Administrative Support program's Equipment Maintenance Contracts account (0750.0001) to this line item.

*Contractual Services*

All Contractual line item accounts have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget, unless noted below.

723.0001 Psychiatric/Psychological Expense: This line item account has decreased from \$7,935 in the FY'2014 Adopted Budget to \$6,000 in the FY'2015 Recommended Budget to reflect the 8-year average in this account of \$5,915.

724.0001 Investigation Expense: This line item account has increased from \$1,775 in the FY'2014 Adopted Budget to \$2,565 in the FY'2015 Recommended Budget based on an 8-year review of actual expenditures and 2014 year-to-date expenditures.

726.0001 Witness Expense: This line item account has decreased from \$16,000 in the FY'2014 Adopted Budget to \$10,000 in the FY'2015 Recommended Budget based on a review of FY'2013 and FY'2014 expenditures.

726.0002 Expert Witness Expense: This line item account has increased from \$9,800 in the FY'2014 Adopted Budget to \$12,500 in the FY'2015 Recommended Budget based on a review of year-to-date expenditures as of the date the Recommended Budget was prepared.

728.0001 Transcript Expense: This line item account has been increased from \$40,350 in the FY'2014 Adopted Budget to \$45,800 in the FY'2015 Recommended Budget based on a review of year-to-date expenses as of the date the Recommended Budget was prepared.

750.0001 Equipment Maintenance Contract: This line item account has decreased from \$5,000 in the FY'2014 Adopted Budget to \$0 in the FY'2015 Recommended Budget as copying expenses for the Prosecution and Litigation program were shifted from this account to the 0628.0001 account.

773.0001 Non-Contractual Services: This line item account has increased from \$8,300 in the FY'2014 Adopted Budget to \$8,900 in the FY'2015 Recommended Budget due to the increasing need for interpreters.

790.0004 Equipment Rental: This line item account has increased from \$2,100 in the FY'2014 Adopted Budget to \$2,640 in the FY'2015 Recommended Budget due to the replacement of a copier in the Victim-Witnesses Division.

795.0003 Telephone Service: This line item account has decreased from \$8,420 in the FY'2014 Adopted Budget to \$5,065 in the FY'2015 Recommended Budget due to changes in the cellular service contract.

Mr. Wasson pointed out that there is one error on the FTE sheets. He noted that a change was made mid-year by adding an Assistant State's Attorney IV and subtracting an Assistant State's Attorney III in the FY'2015 FTE Budget, so the budget should reflect three ASA IV's and eight ASA III's. Personnel that are joined to those changes should be shifted in the spreadsheets to reflect those changes. Mr. Wasson stated that this adjustment should not have an impact upon the estimated salary expenses for next year.

After a discussion on the increase in copying and paper expenses versus digital copies, Mr. Chambers advised that he sees no immediate change in the requirement for paper copies of material.

**State's Attorneys IV-D Child Support Enforcement – 0156-0020** can be found on pages 101-105 of the FY'2015 Recommended Budget and pages 113-115 of the Summary.

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

Overall revenue for FY' 2015 is slightly less than FY' 2014 going from \$257,794 to \$255,167.

## EXPENDITURES

### *Personnel*

There is no change in the FTE Staffing level in the FY'2015 Recommended Budget.

NOTE: Mr. Wasson advised that one of the attorney's in the IV-D Program has left that position and someone will be hired at an entry level which will show some modification in salaries and IMRF contributions

### *Materials and Supplies*

All of the Materials and Supplies line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget, with the following exception.

630.0001 Postage: This line item account has decreased from \$4,500 in the FY'2014 Adopted Budget to \$3,300 in the FY'2015 Recommended Budget to reflect five year trend in expenditures.

### *Contractual Services*

All of the Contractual line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

**State's Attorney's Office – Multidisciplinary Domestic Violence Grant – 0160-0020** can be found on pages 106-109 of the FY'2015 Recommended Budget and pages 116-117 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'2015 Recommended Budget, the State's Attorney's Office is scheduled to receive \$50,873 of the total grant award. This funding will cover the salary and benefit expense for a 0.33 FTE Assistant State's Attorney I and a 0.56 FTE Assistant State's Attorney III.

Motion by Wollrab/Wendt to recommend tentative approval of the State's Attorney's Office – (0001-0020) FY'2015 Recommended Budget as amend to reflect the changes in ASA IV's and ASA III's; to recommend tentative approval of the State's Attorneys IV-D Child Support Enforcement Program – (0156-0020) FY'2015 Recommended Budget as submitted; and to recommend tentative approval of the State's Attorney's Office – Multidisciplinary Violence Grant – 0160-0020 FY'2015 Recommended Budget as submitted.

Motion carried.

Mr. Wendt made a motion that the Committee consider all of the Circuit Clerk's Budgets in one motion.

Motion by Wendt/Rankin that the Committee Consider all of the Circuit Clerk's Budgets in one motion.

**Circuit Clerk's Office General Fund – 0001-0015** can be found on pages 53-58 of the FY'2015 Recommended Budget Book and pages 118-122 of the Summary in the Agenda Packet.

Highlights of the Recommended Budget:

#### **REVENUE**

**410.0012 County Fines:** This line item has decreased from in the FY'2014 Adopted Budget to \$820,000 in the FY'2015 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.

**410.0021 Civil Fees:** This line item has decreased from \$680,000 in the FY'2014 Adopted Budget to \$650,000 in the FY'2015 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 account is budgeted at \$51,000 in the FY'2015 Recommended Budget, up from \$33,000 the FY'2014 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 account is budgeted at \$13,000 in the FY'2015 Recommended Budget, up from \$11,500 in the FY'2014 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 \$464,000 in the FY'2015 Recommended Budget, down from \$615,000 in the FY'2014 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 Fees: This revenue line is budgeted at \$13,000 in the FY'2015 Recommended Budget, up from \$9,800 the FY'2014 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 \$5.00 Fee: This revenue line has increased from \$20,000 in the FY'2014 Adopted Budget to \$22,000 in the FY'2015 Recommended Budget. This revenue projection is based on the year-to-date revenue as of the date the Recommended Budget was prepared.

415.0001 Interest on Investments: This line item account has decreased from \$5,500 in the FY'2014 Adopted Budget to \$4,070 in the FY'2015 Recommended Budget. This revenue projection is based on the year-to-date revenue as of the date the Recommended Budget was prepared.

## EXPENDITURES

### *Personnel*

The FTE staffing level in the FY'2015 Recommended Budget has decreased slightly from the FY'2014 Adopted Budget, from 54.80 to 54.55 FTEs. This is the result of shifting staff costs to special funds.

### *Materials and Supplies*

All Materials and Supplies line items have been budgeted within 3% or \$500 of FY'2014 Adopted Budget levels, except for the following.

612.0001 Books/Videos/Publications: This line item account has decreased from \$1,274 in the FY'2014 Adopted Budget to \$400 in the FY'2015 Recommended Budget based on projected expenses for the fiscal year.

629.0001 Letterhead/Printed Forms: This line item account has decreased from \$39,000 in the FY'2014 Adopted Budget to \$38,000 in the FY'2015 Recommended Budget based on projected expenses for the fiscal year.

*Contractual*

All Contractual line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of FY'2014 Adopted Budget levels.

Mr. Soeldner asked why travel expenses are down by 27%. Mr. Everhart replied that he absorbs most of his own travel expenses, and some of the dollars were transferred to other funds.

Ms. Wollrab asked why the County's percentage share, Line Item 410.0207, is down 25% at \$46,000. Mr. Everhart replied that most of the revenues are going down, primarily because of collection issues. He noted that this fund is over the counter tickets that are divided between the County, the State, and the arresting agency. The increase of the Court Automation Document Storage has some impact on this line.

Mr. Rankin asked what other communities are doing to capture fees that we might do to improve the collections. Mr. Wasson replied that all counties in Illinois are experiencing this problem. He indicated that we continue to identify the best method to address this issue, including the Intercept Program where funds would be intercepted before they go to State payments, tax returns, etc.

Chairman Caisley stated that the people in court are primarily poor people and it is difficult to get money from someone who doesn't have it.

**Circuit Clerk Operation & Administration – 0138-0015** can be found on pages 59-61 of the FY'2015 Recommended Budget and pages 123-125 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 \$17,300 in the FY'2014 Recommended Budget to \$15,500, based on a review of the year-to-date revenues as of the date the Recommended Budget was prepared.

410.0170 Juvenile Records Expungement Fee: This line item account increases from \$6,000 in FY' 2014 to \$11,100 in the FY'2015 Recommended Budget due to an expected increase in filings for juvenile record expungements resulting from a change in the law.



410.0171 Sex offender Administration Fee: This line item account increases from \$400 in FY' 2014 to \$600 in the FY'2015 Recommended Budget based on a review of the year-to-date revenues as of the date the Recommended Budget was prepared.

410.0197 Foreclosure Prevention Program: This line item account decreases from \$360 in FY' 2014 to \$260 in the FY'2015 Recommended Budget due to a reduction in the number of foreclosure filings and a legal challenge that may eliminate the fee.

410.0201 Residential Real Estate: This line item account increases from \$400 in FY'2014 to \$2000 in the FY'2015 Recommended Budget based on a review of the year-to-date revenues as of the date the Recommended Budget was prepared.

#### EXPENDITURES:

##### *Materials & Supplies*

All Materials and Supplies line item accounts have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

##### *Contractual Service*

All Materials and Supplies line item accounts have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

**Circuit Clerk Court Automation – 0140-0015** can be found on pages 62-64 of the FY'2015 Recommended Budget and pages 126-129 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 \$25.00.

#### REVENUE

410.0088 Automation Fee: This line item has increased from \$154,000 in the FY'2014 Adopted Budget to \$450,000 in the FY' 2015 Recommended Budget in anticipation of increasing the fee from \$5 to \$20. The increased fee is necessary due to a possible overall reduction in cases and an increase in expungements.

410.0000 Unappropriated Fund Balance: This revenue line item account has decreased from \$19,720 in the FY'2014 Adopted Budget to \$0 in the FY' 2015 Recommended Budget due to the expectation that projected revenues will be sufficient to cover program expenses. The Unappropriated Fund Balance for Fund 0140 was \$161,626 on December 31, 2013.

## EXPENDITURES

### *Materials and Supplies*

Materials and Supplies accounts have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget, except for the following.

621.0001 Non-Major Equipment: This line item account has increased from \$2,230 in the FY'2014 Adopted Budget to \$14,500 in the FY'2015 Recommended Budget. This will cover the costs of equipment upgrades for both the Court and the Clerk's office. For the Court, the increase will cover three (3) HP LaserJet P3015dn B/W printers (\$850 each); courtroom video sound (\$190); a courtroom video cart (\$495); and 16 computer monitors (typical cost per unit of \$130). For the Clerk, it will cover five (5) HP LaserJet M602n B/W printers (\$958 each) and four (4) large display monitors for the electronic court docket.

621.0005 Computers Under \$1,000: This line item account has increased from \$1,000 in the FY'2014 Adopted Budget to \$14,600 in the FY'2015 Recommended Budget to cover the purchases of 16 computers (13 for Court staff, one each for courtrooms 4B, 4D, and 5A) at a cost per unit of \$850.

### *Contractual Services*

706.0001 Contractual Services: The Contractual Services line item has been increased from \$50,960 in the FY'2014 Adopted Budget to \$60,000 in the FY'2015 Recommended Budget to cover the cost of an electronic court docket board.

718.0001 Schooling & Conferences: This line item account has increased from \$2,940 in the FY'2014 Adopted Budget to \$6,500 in the FY'2015 Recommended Budget. This includes \$6,300 for 3 individuals to attend the Court Technology Conference, Sept. 22-24, 2015, in Minneapolis, MN.

750.0003 Computer Repair/Parts/Services: This line item account has decreased from \$4,410 in the FY'2014 Adopted Budget to \$3,000 in the FY'2015 Recommended Budget based upon a review of current systems and an evaluation of their need for repair.

750.0004 Software License Agreement: This line item account has increased from \$1,500 in the FY'2014 Adopted Budget to \$6,000 in the FY'2015 Recommended Budget to pay for Microsoft Office Pro software on 16 new computers.

793.0001 Travel Expense: This line item account has decreased from \$4,900 in the FY'2014 Adopted Budget to \$1,000 in the FY'2015 Recommended Budget based upon a review of recent historical experience.

*Other*

999.0001 Interfund Transfer: This line item remains the same at \$92,363 in the FY' 2015 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.

**Circuit Clerk Document Storage – 0142-0015** can be found on pages 65-68 of the FY'2015 Recommended Budget and pages 130-132 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 has increased from \$153,000 in the FY'2014 Adopted Budget to \$400,000 in the FY'2015 Recommended Budget due to an anticipated fee increase from \$5 to \$15.

400.0000 Unappropriated Fund Balance: This revenue line item account is budgeted at \$0 in the FY'2015 Recommended Budget due to projected revenue being sufficient to cover program costs. As of December 31, 2013, the outside auditor's Comprehensive Annual Financial Report listed the Fund Balance as \$325,341.

**EXPENDITURES**

*Personnel*

The overall FTE Staffing Level in the FY'2015 Recommended Budget is unchanged, at 3.00 FTEs. Office Support Specialist IIs have increased from 2.00 to 3.00 FTEs, while the Office Support Specialist I position has decreased from 1.00 to 0.00 FTEs. These changes are the result of personnel shifts within the Circuit Clerk Department.

*Materials and Supplies*

All Materials and Supplies line item accounts have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

*Contractual*

All Contractual lines have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget, except for the following.

706.0001 Contract Services: This line item account has increased from \$3,430 in the FY'2014 Adopted Budget to \$13,000 in the FY'2015 Recommended Budget to pay for offsite document storage and retrieval.

711.0001 Microfilming Services: This line item account has increased from \$31,850 in the FY'2014 Adopted Budget to \$80,000 in the FY'2015 Recommended Budget. This change reflects increased microfilming activity as index books and similar items are destroyed.

793.0001 Travel Expense: This line item account has increased from \$0 to \$600 to pay for expenses related to travel to and from offsite document storage locations.

*Other*

500.0000 Budget Balance Account: This account is budgeted at \$119,480 in the FY'2015 Recommended Budget in order to balance expenses against expected revenues.

**Circuit Clerk Child Support Collection – 0143-0015** can be found on pages 69-72 of the FY'2015 Recommended Budget and pages 133-135 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 \$69,345 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'2015.

400.0000 Unappropriated Fund Balance: This revenue line item account is budgeted at \$31,101 in the FY'2015 Recommended Budget which is an increase over the \$23,621 in the FY'2014 Adopted Budget. According to the outside audit for the year ended December 31, 2013, the Child Support Collection Fund finished the year with a fund balance of \$227,977.

## EXPENDITURES

### *Personnel*

There is no change in the overall FTE Staffing Level in the FY'2015 Recommended Budget. However, the Office Support Specialist II position increased from 2.00 to 3.00 FTEs, while the Office Support Specialist I position decreased from 1.00 to 0.00 FTEs. These changes reflect the shifting of personnel within and among multiple programs within the Circuit Clerk's office.

### *Materials and Supplies*

The total budgeted for all Materials and Supplies line items have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

### *Contractual*

All Contractual line items have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

**Circuit Clerk IDPA IV-D Child Support Enforcement Program – 0156-0015** can be found on pages 73-76 of the FY'2015 Recommended Budget and pages 136-137 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'2015 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'2015 Recommended Budget has been reduced to 0.25 FTE for an Office Support Specialist II due to consistent reductions in the level of funding provided by the State.

Motion by Wendt/Rankin to recommend tentative approval of the Circuit Clerk's Office General Fund – (0001-0015) FY'2015 Recommended Budget as submitted; to recommend tentative approval of the Circuit Clerk Operation & Administration – (0138-0015) FY'2015 Recommended Budget as presented; to recommend tentative approval of the Circuit Clerk Court Automation Fund – (0140-0015) FY'2015 Recommended Budget as presented; to recommend tentative approval of the Circuit Clerk Document Storage Fund – (0142-0015) FY'2015 Recommended Budget as submitted; to recommend tentative approval of the Circuit Clerk Child Support Collection Fund – (0143-0015) FY'2015 Recommended Budget as submitted; and to recommend tentative approval of the Circuit Clerk IDPA IV-D Child Support Enforcement Program – (156-0015) FY'2015 Recommended Budget as submitted.

Motion carried.

Mr. Wendt made a motion to consider all of the Sheriff's Department Budgets in one motion.

Motion by Wendt/Rankin to Consider all of the Sheriff's Department Budgets in one motion.

**Sheriff's Department – 0001-0029** can be found on pages 134-142 of the FY'2015 Recommended Budget and pages 138-143 of the Summary in the Agenda packet.

Mr. Wasson advised that there are two patrol positions that are unfunded for this year in the Sheriff's Department budget. He noted that the Sheriff has kept these positions

vacant as a budgetary process, and it was agreed that we will not fund those positions for next year. Mr. Wasson indicated that the Information Technologies Department will provide support to the Sheriff's Department that was previously performed by a patrol officer. In addition, there have been some major modifications to distributions relative to personnel.

Mr. Wasson noted that in Court Security, while we do not have a recommendation for an increase in the Court Security fee at this time, the ability of the revenue generated by the Court Security Fee is inadequate to provide for the staffing levels required for the courts. He stated that in the Court Security Fund, Large Contributions have been zeroed out and moved to the General Fund, including Employee Medical Life, Clothing Allowance, and Laundry and Cleaning. Those are areas where it has been necessary to depend upon the General Fund because there are not sufficient funds from the Court Security Fund to provide for the staffing levels required in the Law and Justice Center for security of the courts.

Mr. Wasson indicated that the DV Grant funding is for the portion of the year that is funded by the grant. He noted that it is a full position that is only funded through the end of September, which is why it is reflected as a .67 in the budget.

Sheriff Emery stated that there may have been a misunderstanding regarding the two Deputy positions and the reduction of FTE's for the Patrol Deputy positions. He indicated that previously there was a full-time Deputy assigned to Support Service. In working with the Administrator's Office and IT, it was determined that the Sheriff's Department needed someone with IT technology. Sheriff Emery stated that meetings were held to discuss reducing that one Deputy FTE position and filling that position with a full-time IT position, which would benefit IT, the County and the Sheriff's Department for the necessary technical support. He indicated that one Deputy position was kept open this year in an attempt to save money, and because of the lack of rotation opportunities to get people into the Academy to fill that position.

Sheriff Emery advised that he had no desire of reducing his FTE by two full-time Deputy positions. He noted that just in the last four years he has reduced the Sheriff's staff by nine full-time employees, namely two deputy positions, two correctional officer positions, four cook positions and one secretary position. He indicated that staffing is critical and they would like to fill one position.

Sheriff Emery stated that this is complicated by the addition of more and more patrol responsibilities in the rural communities that have made a decision to either cut their police departments or reduce their police departments and depend on the Sheriff's Department to police their communities. He noted that the position is needed to be able to provide this Deputy patrol position to meet minimum staffing.

Mr. Rankin recommended that one FTE position be added back in to the Sheriff's budget.

Mr. McIntyre asked if Sheriff Emery expects more rural communities to begin to rely more heavily on the Sheriff's Department. Sheriff Emery replied that they are seeing a lot of that now. He noted that, previously, Downs contracted with the Sheriff's Department for 26 hours per week. They are now eliminated that contract with the expectation that the Sheriff's Department will take over the responsibility anyway. He added that many towns and villages are reducing the hours of their part-time patrols. Mr. McIntyre asked what their justification for doing this is. Sheriff Emery replied that the Trustees of their board cut the budget.

Sheriff Emery expressed his frustration with this trend. He stated that it has come to a decision to prioritize emergency calls for service, and non-emergency calls will be answered dependent upon the availability of a Deputy Sheriff to respond.

Ms. Wollrab indicated that this seems to have become a political battle between the County and the small towns. She suggested that the Sheriff address this issue with the rural boards and let them know that the County cannot provide this service.

Ms. Wollrab and Mr. McIntyre asked what the County's responsibility is. Mr. Sandage replied that the County is technically responsible for the unincorporated areas, as well as the Jail and the Courts. Mr. Emery stated that he will always make the decision to respond to an emergency call to service whether it is in Downs, LeRoy or any community.

Mr. Wendt moved and it was seconded by Ms. Schafer to amend this budget to add back in one FTE in the Sheriff's Department.

Sheriff Emery advised that with several expected retirements, Mr. Sandage will be faced with a major shortage of personnel when he becomes Sheriff. He indicated that they are working with the Merit Commission to get their certified list of eligible candidates scheduled for training at the Academy. Sheriff Emery added that it is not known when these candidates will be able to get into the Academy.

Mr. Wasson explained that part of the challenge is that the Sheriff's Department will have a number of vacancies in the Department and they want to be able to fill as many positions as they can now to make this transition go as smoothly as possible. He stated that, depending upon the decisions that elect-Sheriff Sandage makes relative to staffing, this dilemma may be solved by working through the rotation of personnel.

Sheriff Emery advised that if Mr. Sandage can get the department back up to full staffing, it will not be accomplished before September or October of next year, if the Academy calendar works out correctly.

Mr. Wasson suggested that the FTE count be revised on the Patrol officers to only be reduced by one officer, but leave the remainder of the item line amounts the same as



they are today due to the anticipated turnover. This will allow the Administrator's Office time to review if every adjustment needs to be brought to the Committee next month. The Committee concurred with that recommendation.

Highlights of the Recommended Budget:

REVENUE:

The majority of the revenue lines remain unchanged from FY'2014 Adopted Budget to the anticipated

EXPENDITURES:

Personnel:

The FTE Staffing level in the FY'2015 Recommended Budget is unchanged.

0526.0001 Overtime Pay: Overtime pay shows a reduction from \$148,800 in FY'2014 to \$98,000 in FY'2015.

0599.0002 Employee Medical/Life Ins: This line item shows a 14% increase from the FY'2014 Adopted Budget of \$197,676 to a recommended \$237,505 in FY'2015. This is due to anticipated insurance costs and the need to fund Court Security insurance from this line due to lack of revenue.

Materials and Supplies:

Overall, materials and supplies in the FY'2015 Recommended Budget stay the same or decrease other than the following:

0608.0001 Gasoline/Oil/Diesel Fuel: Line item increases from \$153,000 in the FY'2014 Adopted Budget to \$160,000 in the FY'2015 Recommended Budget as a result of the rising cost of fuel.

Contractual:

All of the Contractual line item accounts in the FY'2015 Recommended Budget have been budgeted at the same level or less than the FY'2014 Adopted Budget overall with the exception of the following:

0706.0001 Contract Services: FY'2014 Adopted Budget had this line item at \$330,536. It increases 5% to \$345,535 in the FY'2015 Recommended Budget.

0718.0001 Sheriff Reimbursement PTI Training: Line item increases by 18% from FY'2014 Adopted Budget at \$22,100 to \$26,100 in the FY'2015 Recommended Budget. This is due to the anticipated hiring of five new officers and the increase in academy cost by \$500 per deputy for a total of \$13,600 per deputy

0764.0001 Laundry and Cleaning: The FY'2014 Adopted Budget for this item was \$61,700. The FY'2015 Recommended Budget for this item is \$65,300. The projected increase is due to moving five security deputies and one sergeant into the program and an increase in reimbursement negotiated in the most recent collected bargaining agreement.

### Capital Assets

In the FY' 2015 Recommended Budget all Capital Assets remain the same or decrease from the FY'2014 Adopted Budget.

Ms. Wollrab asked for further clarification of what is the Sheriff's Department responsibility to police towns and villages who have elected to eliminate their own police departments. Mr. Knapp replied that he will review the statute, but he believes that the Sheriff's Department is responsible for the Jail, to serve process, to provide law enforcement to the unincorporated areas of McLean County, and to provide law enforcement to the Law and Justice Center building. Ms. Wollrab suggested that the County needs to address this issue with these towns and villages and make it very clear to them what the Sheriff's Department's responsibilities are. Mr. Wasson noted that Mr. Sandage has talked about the opportunity to meet with the Mayor's Association to discuss these issues and explain to them what the limitations are of the Sheriff's Department.

Mr. Wendt asked if the County can statutorily charge them for services rendered. Mr. Knapp replied that the County likely does not have the authority to send them a bill. Ms. Eisner stated that the County Board can vote to create a special assessment area, and the people within that area can vote to rescind it. In other words, the taxpayers of that area would have to affirmatively say that they are not going to pay for this service. Mr. Wasson explained that the County Board, by a resolution, can designate a special assessment district, and then it would be up to the citizens to make a final determination as to whether they want that to remain in place or not.

**Sheriff's Department Court Security Fund – 0141-0029** can be found on pages 143-146 of the FY'2015 Recommended Budget and pages 144-146 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 increases very slightly from the \$315,745 in the FY'2014 Adopted Budget to \$315,790 in the FY'2015 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.

## EXPENDITURES

### *Personnel*

There is No Change in the Full-Time Equivalent Staffing level in the FY'2015 Recommended Budget from historical staffing levels.

### *Materials and Supplies*

All Materials and Supplies line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

### *Contractual Services*

All Contractual line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

**Sheriff's Department Multidisciplinary Domestic Violence Grant – 0160-0029** can be found on pages 147-150 of the FY'2015 Recommended Budget and pages 147-148 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'2015 Recommended Budget, the Sheriff's Department is scheduled to receive \$89,347 of the total grant award. This funding will cover the salary 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.

Salaries

0526.0001 Overtime Pay: This item increases from \$500 in the FY'2014 Adopted Budget to \$3,548 in the FY'2015 Recommended Budget to reflect actual expenditures over a five year period.

Contract Services

0706.0001 Contract Services: This item shows a 44% increase from \$32,129 in the FY'2014 Adopted Budget to \$46,116 in the FY'2015 Recommended Budget to reflect actual expenditures over a five year period.

Motion by Wendt/Schafer to recommend tentative approval of the Sheriff's Department – (0001-0029) FY'2015 Recommended Budget as Amended to modify the FTE Allocation to reduce the Patrol Officers by one instead of two; to recommend tentative approval of the Sheriff's Department Court Security Fund – (0141-0029) FY'2015 Recommended Budget as submitted; and to recommend tentative approval of the Sheriff's Department Multidisciplinary DV Grant – (0160-0029) FY'2015 Recommended Budget as submitted.

Motion carried.

**Merit Board – 0001-0008** can be found on pages 48-51 of the FY'2015 Recommended Budget and pages 149-150 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:

Personnel:

There is No Change in the FTE Staffing level in the FY'2015 Recommended Budget.

Materials and Supplies:

All Materials and Supplies line item accounts in the FY'2015 Recommended Budget have been budgeted at the same level as the FY'2014 Adopted Budget.

Contractual:

All Contractual line item accounts in the FY'2015 Recommended Budget have been budgeted at the same level as the FY'2014 Adopted Budget except the following:

Motion by McIntyre/Rankin to recommend tentative approval of the Merit Board – (0001-0008) FY'2015 Recommended Budget as submitted.

Motion carried.

Mr. Wasson expressed his thanks to Sheriff Emery and Chief Deputy Sheriff Thomas for their years of service with McLean County. He stated that in the seven years that he has worked with them on budgets, they have had a very good working relationship. Mr. Wasson expressed his appreciation to them personal and publicly.

Chairman Caisley called for a motion to go into *Executive Session* to discuss Pending Litigation with the Committee Members and Staff.

Motion by Rankin/McIntyre to Recommend the Justice Committee go into *Executive Session* at 6:26 p.m. to discuss Pending Litigation with the Committee Members and Staff.

Motion carried.

Motion by Schafer/McIntyre to recommend the Justice Committee return to *Open Session* at 6:34 p.m.

Motion carried.

Chairman Caisley presented the September 30, 2014 Justice Committee bills for review and approval as transmitted by the County Auditor. The Justice Committee bills include a Prepaid Total of \$414,666.48 and a Fund Total that is the same.

Motion by Rankin/McIntyre to Recommend Approval of the Justice Committee Bills and transfers as of September 30, 2014 as transmitted by the County Auditor.

Motion carried.

Chairman Caisley asked if there was any other business or communication for the Justice Committee. Hearing none, he adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Judith A. LaCasse  
Recording Secretary