

Minutes of a Special Justice Committee Meeting

The Justice Committee of the McLean County Board held a special meeting on Wednesday, October 8, 2014 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, Illinois.

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

Members Absent: Members Wendt and Soeldner

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; Mr. Tony Cannon, Director, Metcom; Mr. Jeff Flanagan, Interim Public Defender; Ms. Beth Kimmerling, Coroner; Ms. Lori McCormick, Director, Court Services; Mr. Will Scanlon, Trial Court Administrator - Eleventh Circuit Court

Others Present: Ms. Cathy Waltz, Superintendent, JDC; Mr. Seth Reynolds, Chief Deputy Coroner, Coroner's Office; Ms. Carla Barnes, Public Defender's Office

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

Curt Hawk, Director, EMA, presented a request for approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance (Nuclear Safety Preparedness Grant), General Fund 0001, EMA Department 0047. He explained that this Emergency Appropriation is to amend the annual budget to reflect the grant revenue that was received and where it will be spent. Mr. Hawk noted that his memorandum in the packet provides a detail of the funds and disbursements.

Motion by Schafer/McIntyre to Recommend Approval of a request for an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance (Nuclear Safety Preparedness Grant), General Fund 0001, EMA Department 0047.

Motion carried.

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

Mr. Will Scanlon, Trial Court Administrator - Eleventh Circuit Court, presented a request for approval of a Jury Commission transfer of \$20,000 from Capital Assets 0850.-0001 to Software License Agreement 0750.0004.

Mr. Wasson explained that this would not normally be an action item; rather, it would fall within the bills and transfers, and be included in the general report. It was determined by the Auditor that the 0850.0001 Capital Assets Expenditure was more appropriately placed in 0750.0004 Software License Agreement.

Motion by McIntyre/Rankin to Recommend Approval of a Jury Commission transfer of \$20,000 from Capital Assets 0850.-0001 to Software License Agreement 0750.0004.

Motion carried.

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

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

Metro McLean County Centralized Communications Center – 0452-0039 can be found on pages 394-401 of the FY'2015 Recommended Budget and pages 8-11 of the Summary found in the Agenda Packet.

Highlights of the Recommended Budget:

REVENUE:

The FY'2015 Recommended Budget Revenue is budgeted based on sharing costs among the ETSB, Town of Normal and McLean County for allocating the costs of operating the Metcom Center.

0450.0050 MMCCCC-Normal: This line item will increase from \$852,234 in FY'2014 to \$1,366,722 in FY'2015 to cover the Town of Normal's share of the cost of replacing Starcom consoles.

Mr. Wasson pointed out that this is the major expenditure due to the fact that the current consoles are outdated, and to meet the requirements of the new Starcom upgrades that are taking place on the statewide system.

0450.0047 MMCCCC-McLean Co: This line item will increase from \$765,114 in the FY'2014 Adopted Budget to \$1,278,121 in the FY'2015 Recommended Budget to cover the County's share of the cost of replacing the Starcom consoles.

EXPENDITURES:

Personnel:

The FTE Staffing level in the FY'2015 Recommended Budget is unchanged. The Director's salary expense is allocated 80% to Metcom and 20% to ETSB.

Materials and Supplies:

All of the Materials and Supplies line item accounts have been budgeted in the FY'2015 Recommended Budget at the same level or less than the FY'2014 Adopted Budget with the following exceptions:

608.0001 Gasoline: This line item account has been increased from \$2,800 in the FY'2014 Adopted Budget to \$3,000 in the FY'2015 Recommended Budget based on a review of the year-to-date expenses as of the date the Recommended Budget was prepared.

Contractual Services:

All of the Materials and Supplies line item accounts have been budgeted in the FY'2015 Recommended Budget at the same level or with less than a 2% increase over the FY'2014 Adopted Budget with the following exceptions:

0706.0001 Contract Services: This line item is reduced by 94% from \$15,822 in FY'2014 to \$1,000 in FY'2015 due to the elimination of the contractual employee.

0718.0001 Schooling & Conferences: Increases by 10% from \$10,900 FY'2014 to \$12,000 in FY'2015 due to department projections in this category.

750.0005 Software Maintenance Agreement: This line item account has increased from \$122,764 in the FY'2014 Adopted Budget to \$129,900 in the FY'2015 Recommended Budget due to contract renewal rate.

773.0001 Non-Contractual: This line item account decreases from \$98,000 in the FY'2014 Adopted Budget to \$75,747 in the FY'2015 based on department's projection of expenditures.

Capital Expenses

All of the Materials and Supplies line item accounts have been budgeted in the FY'2015 Recommended Budget at the same level or with less than a 2% increase over the FY'2014 Adopted Budget with the following exceptions:

839.0001 Purchase/Radio Equipment: This line account has \$1,000,000 budgeted in the FY' Recommended Budget to cover the cost of purchasing new Starcom consoles that must be installed by 2016.

Motion by Wollrab/Rankin to recommend tentative approval of the Metro McLean County Centralized Communications Center – (0452-0039) FY'2015 Recommended Budget as submitted.

Motion carried.

Chairman Caisley asked Mr. Cannon if there might be any areas in which he could cut his budget should the need arise. Mr. Cannon replied that other than the need for the Starcom radios, his budget only increased by 1.7%, which is the lowest percentage since he has been at Metcom. He indicated that this nominal increase shows that he has made all the cuts in his budget that he can.

Emergency Management Agency – 0001-0047 can be found on pages 220-225 of the FY'2015 Recommended Budget and pages 12-14 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

REVENUE:

404.0035 E.M.A. Grant: This revenue line item account decreases from \$56,587 in FY'2014 to \$49,677 in FY'2015 based on an expected reduction in expenditures.

Mr. Wasson noted that Mr. Hawk continues to attempt to identify additional grant dollars that may become available such as the recent Nuclear Safety Grant additional monies.

EXPENDITURES:

Personnel:

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

Materials and Supplies:

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

Contractual:

0743.0001 Radio/Commun.Equip: This account shows an increase of 131% -- from \$2,940.00 in FY'2014 to \$5,550 in 2015 to reflect a five year trend in expenditures.

Mr. Wasson stated that this is to provide for an increased cost in equipment licensing for the Starcom radios.

0750.0004 Software License Agree: There is a 397% increase reflected by the FY'2014 cost going from \$588 to \$2,925 in FY'2015. The increase is due to the purchase of the Easy IAP software.

Mr. Hawk explained that this software is a communication software that allows them to take the information they receive during any disaster, enter it into the first page of the software, and it will populate all of the following pages with the information needed to follow through and provide reporting to FEMA. It follows the FEMA guidelines, and requires much less personnel time.

Chairman Caisley asked why copying expenses are going down. Mr. Hawk replied that instead of making hard copies of the Emergency Operation Plan and distributing hard copies, he provides the report electronically.

Capital Assets:

No change from FY'2014 to FY'2015 in the line items under this category.

Motion by Rankin/Schafer to recommend tentative approval of the Emergency Management Agency – (0001-0047) FY'2015 Recommended Budget as submitted.
Motion carried.

Public Defender's Office – 0001-0021 can be found on pages 110-115 of the FY'2015 Recommended Budget and pages 15-17 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

REVENUE:

407.0098 Public Defender Salary Reimbursement: Pursuant to Public Act 94-0978, funds were to have been appropriated to reimburse the County 66.66% of the Public Defender's salary. Pursuant to 55 *ILCS* 5/3-4007 (1994), the County Board approved a Resolution setting the salary of the Public Defender at 90% of the State's Attorney's salary. Based upon this formula, we anticipate that we will receive \$99,000 in FY'2015.

EXPENDITURES:

Personnel:

There are no changes to FTEs in FY'2015

Materials and Supplies:

0612.0001 Books/Videos/Publications: This line increases from \$5,194 in FY'2014 to a recommended \$5,520 for FY'2015. There has been an increase in subscription prices.

Contractual:

0715.0001 Dues and memberships: This line item increases by 32%, from \$4,800 in FY'2014 to \$6,333 in FY'2015. The increase is due to an across the board increase in ARDC fees for all attorneys

0724.0001 Investigation Expense: This item shows an increase from \$11,525 in FY'2014 to \$12,500 in FY'2015. Increase is due to cost associated with murder cases being handled by an outside investigator.

Ms. Barnes noted that, at one point, the Public Defender's Office had three co-defendants in a murder case, which justifies this increase.

Mr. Rankin asked why there was such an increase in Dues and Memberships, and what ARDC is. Ms. Barnes replied that ARDC is Attorney Registration Disciplinary Commission, which increased significantly.

Motion by Rankin/Wollrab to recommend tentative approval of the Public Defender's Office – (0001-0021) FY'2015 Recommended Budget as submitted.
Motion carried.

Coroner's Office – 0001-0031 can be found on pages 151-156 in the FY'2015 Recommended Budget and pages 18-21 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

REVENUE:

Coroner's Fees include Inquest reports, Autopsy reports, Verdicts, Toxicology reports, Pictures and Cremation permits as well as fees collected for use of the morgue and services provided to other counties.

410.0008 Copy Fees: Revenue from copy fees are expected to increase. The increase is attributed to an increase in cremation permits.

410.0037 Reimbursement for Services: This revenue line item account has decreased from \$8,000 in the FY'2014 Adopted Budget to \$6,689 in the FY'2015 Recommended Budget. The decrease is due to an expected decrease in reimbursement for histology service as a result of fewer out of County cases. This revenue line includes a facility fee and biohazard disposal fee for use of the morgue by tissue procurement teams.

410.0126 Morgue Fees: This revenue line item account has decreased from \$75,625 in the FY' 2014 Adopted Budget to \$64,860 in the FY'2015 Budget. This is due to a decrease in the number of out of County cases processed through McLean County.

EXPENDITURES:

Personnel:

There are no changes the FTE Staffing level in the FY'2015 Recommended Budget.

0501.1000 Full-Time Employees Salary: This line shows a decrease from \$163,001 in FY'2014 to \$141,327 in FY'2015. This is the result of cost savings related to the retirement of a long term employee.

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.

0620.0001 Operating Supplies: This line shows a reduction from \$21,500 in FY'2014 to \$20,000 in FY'2015 due to decreased out of County services resulting in a subsequent decrease in office supplies used.

Contractual:

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

0711.0001 Microfilming Services: This line goes from \$4,200 in FY'2014 to \$0.00 in FY'2015 due to the completion of the microfilming project in FY'2014.

0750.0001 Equipment Maint. Contract: This line item decreases from \$1,500 in FY'2014 to \$1,200 FY'2015. The purchase of digital x-ray equipment is expected to reduce maintenance costs.

0718.0001 Schooling & Conferences: This expenditure increases from \$4,500 in FY'2014 to \$5,200 in FY 2015 to cover the cost of training new personnel, the reallocation of duties, and required certifications for Lead Homicide Investigator, Evidence Room Management, and Basic Death Investigation.

758.0001 Autopsies: This line item account has been increased from \$111,300 in the FY'2014 Adopted Budget to \$115,000 in the FY'2015 Recommended Budget based upon, projected increase in the number of autopsies that will be performed and review of the year-to-date expenses as of the date the Recommended Budget was prepared.

Ms. Kimmerling stated that this is a straight-forward budget for 2015. She indicated that the Coroner's Office had very few capital requests, noting that the only medical equipment that needs to be purchased next year are a couple more storage tables in the cooler, which should finalize the replacement of old tables. Ms. Kimmerling advised that there are no vehicle replacements this year, but next year there may be a couple.

Ms. Kimmerling indicated that Mr. Reynolds has been working with the Administrator's Office for the purchase of the digital x-ray equipment, which is in 2014, but, because all those purchases are happening this year, next year's budget is significantly reduced.

Ms. Kimmerling advised that the only changes on the expense side are directly related to the loss and the leveling of out-of-County business or personnel changes.

Ms. Wollrab asked why the photo supplies expense hasn't been reduced since moving to a digital camera. Ms. Kimmerling replied that this expense covers either FOIA requests where they have to pull out old negative for processing, or for a camera purchase that was made.

Motion by Schafer/Rankin to recommend tentative approval of the Coroner's Office – (0001-0031) FY'2015 Recommended Budget as submitted.

Motion carried.

Court Services Department – 0001-0022 can be found on pages 117-124 of the FY'2015 Recommended Budget and pages 22-28 of the Summary in the Agenda packet.

Mr. Wasson advised that the biggest piece of information that will come to the Justice Committee this year is the increased allocation the County is receiving from the Administrative Office of the Illinois Courts for reimbursement of Probation Officers' salaries in 2015. He noted that the allocation number that is included in the 2015 budget is what we have formally received from the state. Mr. Wasson added that it is exaggerated somewhat from the 2014 Adopted Budget because the allocation was not received until after the completion of the budget process last year. Additional funds were received last year above and beyond the \$1,097,000 that is included in the budget for Fiscal Year 2014, but it was not included in the budget process. Mr. Wasson stated that some of that is redistribution of funds and some of that is because there are two more officers who are now receiving reimbursement that we were not receiving in 2013.

Ms. McCormick indicated that we are now at 88% of funding.

Mr. McIntyre asked what percentage we were receiving in the past. Ms. McCormick replied that it has gone anywhere from 50% to 60%.

Mr. Wasson advised that this will continue to be monitored.

Mr. Wasson noted that, in the Court Services budget, a process has begun of breaking out some of the grant programs into program budgets. This will assist both the Court Services Department staff and the Auditor's office staff in their budgeting process. He stated that both departments support this move as it will provide a better handle on those grant programs as separate fiscal entities.

Ms. McCormick advised that this has been a challenging budget because they are looking at the SAMHSA Grant ending in September 2015, after a no-cost, one-year extension, which has been very helpful. She indicated that they are looking into how to sustain a lot of the Drug Court and Recovery Court programming that were funded by that grant. Ms. McCormick stated that they are working with a lot of different agencies. She noted that the Affordable Care Act (ACA) has been very helpful.

Mr. Rankin asked what the plan is after the end of the SAMHSA Grant. Ms. McCormick replied that Court Services, Chestnut Health Systems, the Center for Human Services and CYFF (Center for Youth and Family Services) are working closely together to look at other grants. She added that the Administrative Offices of Illinois Courts have hired their own program coordinator for problem-solving courts, drug courts and mental health court, so they want to see these programs continue to grow, which might provide another avenue for funding.

Mr. Wasson stated that the programming may not continue at the level of the pilot programs that were part of this grant, but we have had time to learn how to provide services in a more economical fashion, and finding ways to continue this service. Ms. McCormick added that her staff has learned how to do a lot of things that other agencies have done, and are bringing some things in-house. Mr. Wasson noted that

this is a good example of a number of different agencies working together to continue programs.

Highlights of the Recommended Budget:

REVENUE

404.0028 SAMHSA Grant (Federal Funds): This line item account has decreased from \$295,716 in the FY'2014 Adopted Budget to \$266,551 in the FY'2015 Recommended Budget as the grant concludes.

407.0005 Probation Officers Salary Reimbursement: This revenue line item account was \$1,097,000 in the FY'2014 Adopted Budget and has increased to \$2,052,337 in the FY'2015 Recommended Budget due to increased AOIC Allocation.

450.0011 Transfer from Other Funds: This line item account remains at \$200,000 in the FY'2015 Recommended Budget to cover salary expense of Adult Probation Officers not reimbursed by the State of Illinois. These funds come from the Probation Fees Fund 0146.

407.103 IDHS Adult Redeploy Grant: This line item has been decreased from \$89,736 in the FY'2014 Adopted Budget to \$67,367 in the FY' 2015 Recommended Budget based upon the level of funding provided by the State of Illinois for the State Fiscal Year 2014.

410.0030 Reimbursement for Special Prisoners: This line item account has increased from \$245,000 in the FY'2014 Adopted Budget to \$260,000 in the FY'2015 Recommended Budget based upon a review of recent trends.

EXPENDITURES

Personnel

The FTE Staffing level has increased from 67.45 FTE in the FY'2014 Adopted Budget to 70.70 in the FY'2015 Recommended Budget. The following positions have changed: Probation Officer II (from 6.00 to 8.00 FTEs); Probation Officer I (from 27.95 to 29.00 FTEs); and Project Manager (from 0.50 to 0.70 FTEs). The Probation Officer positions have increased due to a reallocation of personnel within the Court Services department following a retirement at the end of FY'2013 and increased grant funding. The Project Manager increase is due to a reassignment of responsibilities from special funds to the general fund.

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, with the following exceptions:

608.0001 Gasoline/Oil/Diesel Fuel: This line item account has decreased from \$12,498 in the FY'2014 Adopted Budget to \$10,536 in the FY'2015 Recommended Budget based upon a review of the last five years' expenditures.

612.0001 Books/Videos/Publications: This line item account has decreased from \$4,303 in the FY'2014 Adopted Budget to \$3,131 in the FY'2015 Recommended Budget based upon the department's projected expenditures in FY'2015.

620.0001 Operating/Office Supplies: This line item account has decreased from \$26,493 in the FY'2014 Adopted Budget to \$23,313 in the FY'2015 Recommended Budget based upon the department's projected expenditures in FY'2015.

621.0001 Non-Major Equipment: This line item account has increased from \$5,645 in the FY'2014 Adopted Budget to \$6,420 in the FY'2015 Recommended Budget based upon a review of the last five years' expenditures.

622.0004 Drug Testing Chemicals: This line item account has decreased from \$17,848 in the FY'2014 Adopted Budget to \$13,400 in the FY'2015 Recommended Budget due to an expected reduction in drug testing.

622.0005 Vaccine/Prescription/Non-Prescription: This line item account has decreased from \$27,600 in the FY'2014 Adopted Budget to \$2,950 in the FY'2015 Recommended Budget based upon a lower-than-expected program need in FY'2013 and FY'2014.

628.0001 Copying Expenses: This line item account has increased from \$3,655 in the FY'2014 Adopted Budget to \$4,715 in the FY'2015 Recommended Budget. Funding has increased due to per page charges incurred on copiers with extended life beyond lease/purchase term.

Contractual Services

Most Contractual line item accounts have been budgeted in the FY'2015 Recommended Budget within 3% or \$500 of the FY'2014 Adopted Budget, with continuing modifications due to the end of Justice Department Grant programs.

706.0001 Contract Services: This line item account has increased from \$161,324 in the FY'2014 Adopted Budget to \$196,295 in the FY'2015 Recommended Budget to acknowledge the expenditure of remaining funds in the SAMHSA Grant.

718.0001 Schooling and Conferences: Funding has decreased from \$42,820 in the FY'2014 Adopted Budget to \$17,986 in the FY'2015 Recommended Budget due to the completion of SAMHSA grant allocations.

723.0001 Psychiatric/Psycho. Exp.: This line item account has increased from \$19,215 in the FY'2014 Adopted Budget to \$21,750 in the FY'2015 Recommended Budget to acknowledge the expenditure of remaining funds in the SAMHSA Grant.

773.0001 Non-Contractual Services: This line item account has decreased from \$86,065 in the FY'2014 Adopted Budget to \$63,633 in the FY'2015 Recommended Budget due to the completion of SAMHSA grant allocations.

795.0003 Telephone Service: This line item account has decreased from \$8,788 in the FY'2014 Adopted Budget to \$7,563 in the FY'2015 Recommended Budget due to the completion of SAMHSA grant allocations.

Court Services Probation Fee Services Fund – 0146-0022 can be found on pages 125-128 of the FY'2015 Recommended Budget and pages 29-32 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

The Probation Services Fee Fund is a Special Revenue Fund, which was established pursuant to State law. The Court can order adult probationers to pay a Probation Services fee to the Court Services Department. The revenue generated from this fee can only be used to provide services to adult probationers. State law requires that the revenue collected in the current fiscal year be appropriated in the following fiscal year. As a result, the revenue budgeted in FY'2014 has already been collected and is available to be appropriated for services. In FY'2010, the Juvenile Probation Services Fee Fund was combined with the Adult Probation Services Fee Fund.

As a Special Revenue Fund, the Probation Services Fee Fund must be balanced within the Fund.

REVENUE

410.0062 Department Operations Fee: This revenue line is increased from \$37,824 in the FY'2014 Adopted Budget to \$45,924. 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.

410.0091 Testing Fees: This revenue line item has decreased from \$10,000 in the FY'2014 Adopted Budget to \$8,550 in the FY'2015 Recommended Budget. This revenue projection is based on the a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue and is a result of operational changes.

410.0162 Community Services Fee: This revenue line item has increased from \$85,200 in the FY'2014 Adopted Budget to \$91,204 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. The Community Service Fee is a \$40.00 for the first month and \$25.00 thereafter until Community Service is completed.

EXPENDITURES

Materials and Supplies:

0622.0004 Drug Testing Chemicals: This line item account has increased from \$20,986 in the FY'2014 Adopted Budget to \$25,000 in the FY'2015 Recommended Budget. This increase is budgeted due to the Drug Court Grant ending and the expenses being moved from the grant in the general fund to the Court Services Fund.

Contractual Services:

0706.0001 Contract Services: This line item account has decreased from \$45,735 in the FY'2014 Adopted Budget to \$27,000 in the FY'2015 Recommended Budget. This decrease is budgeted due to a change in line item determination from Contractual to Non-Contractual expenses.

0773.0001 Non-Contractual Services: This line item account has increased from \$13,500 in the FY'2014 Adopted Budget to \$27,600 in the FY'2015 Recommended Budget. This increase is budgeted and Justice Grants ending, causing the expenses to be moved from the grant in the general fund to the Court Services Fund.

0715.0001 Dues and Members: This line item account has increased by \$250 from \$1,750 in the FY'2014 Adopted Budget to \$2,000 in the FY'2015 Recommended Budget. This increase is budgeted due to increased cost and a need to maintain staff training levels.

Capital Outlay:

All of the Capital Outlay line item accounts have been budgeted at the same dollar amount or less than approved in the FY'2014 Adopted Budget.

Other:

999.0001 Interfund Transfer: This line item account remains at \$200,000 in the FY'2015 Recommended Budget. This transfer of funds helps to offset the shortfall in State salary reimbursement for the Adult Probation officers. The Probation Fund balance as of December 31, 2012 was \$159,117.

Court Services – Multidisciplinary Domestic Violence Grant – 0160-0022 can be found on pages 129-132 of the FY'2015 Recommended Budget and pages 33-34 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 Court Services Department is scheduled to receive \$38,062 of the total grant award. This grant award will fund the salary and benefit expense for a 0.17 FTE Project Manager (the Grant Coordinator) as well as various operating expenses.

Motion by Rankin/McIntyre to recommend tentative approval of the Court Services Department – (0001-0022) FY'2015 Recommended Budget as submitted; to recommend tentative approval of the Court Services Probation Fee Services Fund – (0146-0022) FY'2015 Recommended Budget as submitted; and to recommend tentative approval of the Court Services – Multidisciplinary Domestic Violence Grant – (0160-0022) FY'2015 Recommended Budget as submitted.

Motion carried.

Chairman Caisley asked if this budget is not accepted by the Board, does she have places in the budget that could be cut that would not jeopardize the mission of her office. Ms. McCormick replied that this is a very bare-bones budget as it is and there would be no place to make cuts.

Chairman Caisley recommended that we review and make recommendations of the four Circuit Court budgets together.

Circuit Court – 0001-0016 can be found on pages 77-82 of the FY'2015 Recommended Budget and pages 35-37 of the Summary in the Agenda packet. Mr. Wasson advised that there is no Revenue in this budget.

Highlights of the Recommended Budget:

REVENUE

404.0088 Child Protection Data Collection: This grant has been renewed for SFY'2015 in the amount of \$18,500.

410. Residential Mortgage Foreclosure Mediation Fee: This line item has decreased from \$12,500 in the FY'2014 Adopted Budget to \$7,700 in the FY'2015 Recommended Budget due to decreased activity in the program.

EXPENDITURES

Personnel

The FTE staffing level in the FY'2015 Recommended Budget is the same as FY'2014 Adopted Budget.

Materials and Supplies

612.0001 Books/Videos/Publications: This line item has increased from \$19,600 in the FY'2014 Adopted Budget to \$65,000 in the FY'2015 Recommended Budget.

Mr. Wasson pointed out that over the last two years, the entire Westlaw Contract amount has been paid by the Circuit Court, which was brought up in the Auditor's bill's message a month ago relating to the fact that they were over budget. He advised that the FY'2015 budget will be modified by taking the savings from those other departments who have not previously budgeted for this amount and putting that money in the Circuit Court's budget to continue paying the Westlaw contract.

Mr. Scanlon clarified that this is the Westlaw software expense, which is shared between the State's Attorney's Office, Public Defender's Office, and Circuit Clerk's Office. He noted that there is also a software expense in the Law Library, but that is handled separately.

Contractual

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

722.0001 Special Defender Expense: This line item has increased from \$5,880 in the FY'2014 Adopted Budget to \$15,000 in the FY'2015 Recommended Budget, based on a review of year-to-date expenditures as of the date the Recommended Budget was prepared.

Chairman Caisley asked if the special defender expense is for people who cannot be defended by a contract public defender. Mr. Scanlon replied that that is correct. He noted that the last such case was the homicide case in 2012-2013 where three co-defendants could not be parceled out through the contract system. Mr. Scanlon stated that the problem with this line item is that those expenses are always cumulative toward

the end of the case, so most of these expenses were generated in 2013 and billed in 2014. He added that this particular case required an appointed counsel due to the nature of the offense and the judge's recommendation for outside counsel.

773.0001 Non-Contractual Service: This line item account is increased from \$18,000 in the FY'2014 Adopted Budget to \$32,000 in the FY'2015 Recommended Budget due to increased need for interpreters.

Mr. Scanlon pointed out that when they have an interpreter, the Court bears the cost if they have a court appearance, including meetings, screening, etc.

781.0004 Residential Mortgage Foreclosure Mediation Fee Expense: This line item has increased from \$7,000 in the FY'2014 Adopted Budget to \$7,500 in the FY'2015 Recommended Budget due to a modification by the court that is provided to the foreclosure mediators.

795.0003 Telephone Service: This line item has increased from \$1,110 to \$2,200. This reflects the additional expense of the "800" phone line for the Jury Commission, anticipated at \$100 per month.

Ms. Schafer asked if there is an expectation that the use of interpreters will increase over the years. Mr. Scanlon replied that the use of both sign language and language interpreters has been relatively steady. He noted that this budget line has consistently been over-budget.

Mr. Scanlon advised that the Supreme Court has embarked upon a certification process for language interpreters that will drive up this cost. He indicated that, in 2015, interpreters in courts proceedings will be required to be certified, which will drive up the cost of interpreters, but the impact in cost is not yet known.

Ms. Schafer asked if the psychiatric expense is for people who are ordered to have psychiatric evaluations before they can stand trial. Mr. Scanlon replied that it is for evaluations of persons for their fitness to stand trial, persons who are accused of criminal-sexual abuse, and persons who are declared unable to stand trial and are sent to McFarland in Springfield for a period of time, and then re-evaluated as to fitness.

Chairman Caisley asked how many jury trials have they had this year that have gone for more than one week. Mr. Scanlon replied that he will review that information.

Chairman Caisley expressed his concern about juror compensation, particularly for people who are self-employed and are required to sit through a one to two-week trial. He understands that it is a civic duty for citizens to donate their time to serve as jurors, but when a trial goes beyond a week it can become very burdensome.

Chairman Caisley stated that when we go to budget next year, he would like to factor an increase into the budget for juror compensation.

Ms. Wollrab asked if other counties have an increase in jury compensation after a certain number of days. Mr. Scanlon replied that some other states increase juror pay after a certain number of days, but he doesn't believe it is common in Illinois.

Ms. Wollrab asked what the compensation is now. Mr. Scanlon replied that it is \$10.00, which is double what was paid ten years ago. He noted that the statutorily minimum is \$5.00 per day.

Mr. Wasson noted that an increase in compensation can be considered in next year's budget.

Circuit Court IV-D Child Support Enforcement Program – 0156-0016 can be found on pages 83-84 of the FY'2015 Recommended Budget and pages 38-39 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

The Circuit Court's IV-D Project Child Support Enforcement Program within Special Revenue Fund 0156 was established to account for the receipt of Illinois Department of Public Aid IV-D Child Support Enforcement Grant Funding and the expenditures for the IV-D Child Support Enforcement program. As in Fiscal Year 2014, the Circuit Court's expenditures will be primarily for Contract Services, specifically, the services of a contract attorney who will complete initial case review and screenings for the Circuit Court. The State reduced the grant funding for 2015 75%, going from \$33,400 in 2014 to only \$8,250 for 2015. The Fiscal Year 2015 Recommended Budget reflects this reduction in revenues and makes a corresponding reduction in expenditures to keep program costs within the contract dollar amount received from the Illinois Department of Public Aid.

Circuit Court Neutral Site Custody Exchange Fund 0170-0016 can be found on pages 85-86 of the FY'2015 Recommended Budget and pages 40-41 of the Summary in the packet.

Highlights of the Recommended Budget:

The Circuit Court's Neutral Site Custody Exchange Fund 0170 is a Special Revenue Fund established in 2008 to account for the receipt and disbursement of Neutral Site Custody Exchange Fees. Illinois law allows a County to establish a fee to support Neutral Site Custody Exchange programs. The Contractual Services expense line funds the services of the Children's Home & Aid that administers and operates the Neutral Site Custody Exchange and Family Visitation Program for the Circuit Court. The proposed Fiscal Year 2015 Recommended Budget reflects the projected revenue to be received based on the

year-to-date revenue received as of the date the Recommended Budget was prepared. The CAFR dated December 31, 2013 indicated a fund balance of \$ 7,873 in this fund.

Circuit Court Children's Waiting Room – 0171-0016 can be found on pages 87-88 of the FY'2015 Recommended Budget and pages 42-43 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

The Circuit Court's Children's Waiting Room Fund 0171 is a Special Revenue Fund established in 2008 to account for the receipt and disbursement of the Children's Waiting Room fees. Pursuant to Illinois law, a Children's Waiting Room fee was approved to help cover the annual operating expenses of the Children's Waiting Room in the Law and Justice Center. The Children's Waiting Room Fund expenditures will be primarily for Contract Services, specifically, the services of the Children's Foundation that administers and operates the Children's Waiting Room for the Circuit Court. The proposed Fiscal Year 2015 Recommended Budget reflects the projected revenue to be received based on the year-to-date revenue received as of the date the Recommended Budget was prepared. The CAFR dated December 31, 2013 indicated a fund balance of \$45,555 in this fund.

Motion by Rankin/Wollrab to recommend tentative approval of the Circuit Court – (0001-0016) FY'2015 Recommended Budget as submitted; to recommend tentative approval of the Circuit Court IV-D Child Support Enforcement Program – (0156-0016) FY'2015 Recommended Budget as submitted; to recommend tentative approval of the Circuit Court Neutral Site Custody Exchange Fund 0170-0016 FY'2015 Recommended Budget as submitted; and to recommend tentative approval of the Circuit Court Children's Waiting Room – (0171-0016) FY'2015 Recommended Budget as submitted.

Motion carried

Jury Commission – 0001-0018 can be found on pages 90-92 of the FY'2015 Recommended Budget and pages 5-7 of the Summary in the Agenda packet.

Highlights of the Recommended Budget:

EXPENDITURES:

Personnel:

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

Materials and Supplies:

0628.0001 Copying Expenses: Expenses increase from \$400 in FY'2014 to \$870 in FY'2015, a 118% increase. This large percent increase is due to an expected increase in summons. The increase will be offset in part by the use of fewer higher cost preprinted letterhead and forms.

629.0001 Letterhead Printed forms: Decreases from \$6855 in FY'2014 to \$5,000 in FY'2015. This is the result of a switch to copying rather than printed letterhead and forms.

Contractual:

0706.0001 Contract Services: This line shows a 100% reduction. In FY'2014 \$1,950 was budgeted but not monies were spent. The FY'2015 has been reduced to reflect that prior year expenditures.

0750.0001 Equipment Maintenance Contract: Costs expended in this line go from \$3,235 in FY'2014 to \$5,200 in FY'2015. This is the cost related to Judicial Systems Corp.

0750.0004 Software License Agreement: This line shows an 85% reduction. This line was increased in FY' 2014 to provide funds to purchase I Juror software. The budgeted amount for FY'2015 is reduced to \$3,000 to reflect actual expenditures over a five year trend.

Motion by Rankin/Wollrab to recommend tentative approval of the Jury Commission – (0001-0018) FY'2015 Recommended Budget as submitted.
Motion carried.

Mr. Scanlon stated that Mr. Flanagan did an admirable job stepping in as the Interim Public Defender, and the Court was very happy with his service. He noted that Ms. Barnes' appointment as Public Defender begins Monday, October 13th.

Mr. Wasson thanked the Committee for their time and patience over the last few days of budget meetings.

Chairman Caisley asked if there was any other business or communication for the Justice Committee. Hearing none, he adjourned the meeting at 5:45 p.m.

Respectfully submitted,

Judith A. LaCasse
Recording Secretary