

# Lake County Illinois

*Lake County Courthouse and Administrative Complex  
18 N. County Street  
Waukegan, IL 60085-4351*



## Meeting Minutes - Final

Tuesday, October 21, 2014

10:00 AM

\*\*\*PLEASE NOTE TIME CHANGE\*\*\*

Assembly Room, 10th Floor  
Joint Budget Meeting

**Law and Judicial Committee**

**1. Call to Order**

*Chair Nixon called the Law and Judicial Meeting to order at 10:00 a.m. Chair Paxton noted the Financial and Administrative Committee had previously called its meeting to order at 8:30 a.m.*

**Present** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee*

*Present 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor.*

*Others present:*

*Keith Brin, Circuit Clerk*

*Jeff Burke, Sheriff's Office*

*Barry Burton, County Administrator*

*Bonnie Thomson-Carter, Lake County Board Member*

*Mark Curran, Sheriff's Office*

*Mary-Lynne Ellis, Information Technology*

*Kathleen Galvani, Coroner's Office*

*Don Gloo, Finance and Administrative Services*

*Gary Gordon, Finance and Administrative Service*

*Joy Gossman, Public Defender's Office*

*RuthAnne Hall, Purchasing*

*Diane Hewitt, Lake County Board Member*

*Adlil Issakoo, Finance and Administrative Services*

*Aaron Lawlor, County Board Chairman*

*Adam Lehmann, Assistant to the County Administrator*

*Donna Jo Maki, County Administrator's Office*

*Kimberly Mannette, Information Technology*

*Amy McEwan, Deputy County Administrator*

*Kelly Merz, County Board Office*

*Matt Meyers, Planning, Building and Development*

*Monica McClain, Human Resources*

*Mike Nerheim, State Attorney's Office*

*Richard Payne, Circuit Clerk's Office*

*John Phillips, Chief Judge*

*Lore Powell, Information Technology*

*Susan Rankin, Merit Commission*

*Ray Rose, Lake County Sheriff's Office*

*Sandy Ruckebel, Public Defender's Office*

*Tom Rudd, Coroner*

*Robert Zastany,*

*Sandra Salgado, Lake County Sheriff's Office*

*Brandy Schroff, Purchasing*  
*Kurt Schultz, Finance and Administrative Services*  
*Howie Sell, Information Technology*  
*Mary Stevens, Court Administration*  
*Patrice Sutton Burger, Finance and Administrative Services*  
*Kirk Talbott, Information Technology*  
*Ryan Waller, Assistant County Administrator*  
*Teri White, State Attorney's Office*  
*Robert Zastany, Court Administration*

**2. Pledge of Allegiance**

*Chair Paxton noted the Pledge of Allegiance was recited at 8:30 a.m.*

**3. Public Comment**

*There was no public comment.*

**4. New Business**

**4.1 14-1061**

Presentation and Consideration of Proposed FY 2015 Budget (see complete recommended budget attached).

*Chair Paxton provided a brief statement of the budget process. New program requests from County Board members will be heard at the Financial and Administrative Committee meeting at 1:00 p.m. on Wednesday. Gary Gordon noted a presentation of the Law and Judicial departments will be presented by Chris Creighton of the Finance and Administrative Department.*

*Mr. Creighton discussed trends that drove the budget decisions for fiscal year (FY) 2015. The State's Attorney's grant funding increased in FY2014 and is expected to increase more in FY2015. The juvenile detention population has increased due to a state law amendment that treats 17 year old offenders as juveniles. Mr. Creighton identified areas where revenue has decreased including, court filings, court fees, and foreclosures. Mr. Creighton indicated the proposed FY2015 budget for the Law and Judicial departments include requests to invest in and improve technology, facilities, risk reduction, and operating efficiencies.*

**4.2 14-1071**

Joint committee action approving the recommended FY 2015 budget for the Sheriff's Merit Commission.

*Chris Creighton of Finance and Administrative Services reported the budget for the Merit Commission has slightly increased. Health, life, and dental insurance has increased due to plan selection and funds have been moved from mileage reimbursement to per diem fees.*

**A motion was made by Member Pedersen, seconded by Member Hart, that this item be approved. The motion carried by the following vote: The motion carried by the following vote:**

**Aye:** 6 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Hart, Member Pedersen and Member Weber

**Not Present:** 1 - Member Cunningham

*Financial and Administrative Committee:*

*A motion was made by Member Carlson, seconded by Member Sauer, that this item be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.3 14-1073**

Joint committee action approving the recommended FY 2015 budget for the State's Attorney.

*Chris Creighton of Finance and Administrative Services presented the State's Attorney's proposed budget. Revenue is expected to increase due to several federal grants and miscellaneous revenue. Expenses are also expected to increase in personal services salaries and total contractals.*

*Member Cunningham arrived at 10:12 a.m.*

*State's Attorney Mike Nerheim reported on several of the State's Attorney's programs including the Heroin Task Force, Teen Dating Violence Program, Juvenile Justice Council, and Alternative Prosecution Program. Grant funding is a major factor in funding these programs.*

**A motion was made by Member Weber, seconded by Member Hart, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Rummel, seconded by Member Taylor, that this item be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.4 14-1075**

Joint committee action approving the recommended FY 2015 budget for the Public Defender.

*Chris Creighton of Finance and Administrative Services presented the Public Defender's proposed budget. Total personal services were actually less than anticipated for fiscal year (FY) 2014 due to staff turnover. Joy Gossman of the Public Defender's Office requested an increase in contract attorneys who assist in serious felony cases. Mileage reimbursements have been eliminated as the department has fleet cars available for use. After reviewing the last several years, line items including trips and training, transcripts, and witness fees have also decreased.*

*Upon inquiry from Member Mandel regarding witness fees and this year's actual expenditures, Ms. Gossman indicated expert witness fees vary on a case by case basis. There are still several witness fee invoices in FY2014 that remain to be paid. Ms. Gossman also noted interpreter fees are down due to several Spanish speaking employees who are able to assist in interpreting.*

**A motion was made by Member Cunningham, seconded by Member Weber, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Mandel, seconded by Member Sauer, that this item be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.5 14-1077**

Joint committee action approving the recommended FY 2015 budget for the Coroner.

*Chris Creighton presented the Coroner's proposed budget. Commodities have increased due to the purchase of body bags, Contractuals have increased due to autopsies and lab results, and total benefits have increased due to health plan selections.*

*Coroner Tom Rudd reported the purchase of the x-ray machine has reduced the number of trauma autopsies required and the drug screen instrument has expedited analysis procedures, testing for specific substances previously required to be outsourced. Both pieces of equipment have resulted in a reduction of costs. Overdose deaths have decreased tremendously although heroin deaths appear to be increasing. Accident related deaths have increased. Despite being shortstaffed, the overtime budget has been maintained.*

*Upon inquiry by Member Nixon, Mr. Rudd indicated the body bags are purchased from Condell through the Coroner Fund.*

**A motion was made by Member Hart, seconded by Member Pedersen, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Taylor, seconded by Member Carlson, that this item be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.6 14-1080**

Joint committee action approving the recommended FY 2015 budget for the Coroner Fees Fund.

**A motion was made by Member Hart, seconded by Member Weber, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Rummel, seconded by Member Mandel, that this item be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.7 14-1082**

Joint committee action approving the recommended FY 2015 budget for the Circuit Court Clerk.

*Chris Creighton of Finance and Administrative Services presented the Circuit Court Clerk's proposed budget. There has been a significant reduction in revenue which is directly correlated to a reduction in court fees.*

*Circuit Court Clerk Keith Brin reported on technological initiatives that were implemented in 2014 including, public access, remote access, electronic case filing, and the mobile application. His department is working with the Sheriff's Office to create a program for electronic citations. Circuit Court Clerk Brin noted the budget request is less than last year but the goal is to increase services his department provides.*

*Upon inquiry from Member Carey regarding whether there is a correlation in decreased revenue to the number of staff, Circuit Court Clerk Brin reported there is not a correlation. Deputy County Administrator Amy McEwan noted the the Circuit Court Clerk's Office collects fees for several departments including the Sheriff's Office and the Public Defender's Office in addition to its own, and the workload warrants the number of staff in this department.*

*Lake County Board Chairman Lawlor thanked Circuit Court Clerk Brin for the technological advances he has made to his department. The mobile application tool is easy to use. He noted the importance of understanding the trends lines of all the judicial departments.*

**A motion was made by Member Calabresa, seconded by Member Hart, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Rummel, seconded by Member Sauer, that this item be*

*approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.8 14-1084**

Joint committee action approving the recommended FY 2015 budget for the Document Storage Fee.

*Chris Creighton noted an error in the AHM-Miscellaneous revenue. Two part time positions have been eliminated.*

**A motion was made by Member Cunningham, seconded by Member Hart, that items 4.8 and 4.9 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Rummel, seconded by Member Taylor, that items 4.8 and 4.9 be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.9 14-1086**

Joint committee action approving the recommended FY 2015 budget for the Electronic Citation Fee.

*Chris Creighton of Finance and Administrative Services noted a decrease in charges for services based on fiscal year 2014 projections.*

**A motion was made by Member Cunningham, seconded by Member Hart, that items 4.8 and 4.9 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Rummel, seconded by Member Taylor, that items 4.8 and 4.9 be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.10 14-1088**

Joint committee action approving the recommended FY 2015 budget for the Court Automation Fee.

*Chris Creighton of Finance and Administrative Services reported the revenue decrease reflects the downward trend experienced in most Court related revenues and the total contractals decrease is due to less Consultant funding being needed.*

**A motion was made by Member Calabresa, seconded by Member Pedersen, that this committee action item be approved. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Sauer, seconded by Member Taylor, that this item be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.11 14-1090**

Joint committee action approving the recommended FY 2015 budget for the Circuit Courts.

*Chris Creighton of Finance and Administrative Services presented the Circuit Courts' proposed budget. The methodology for probation reimbursement from the State has changed. It is unknown whether the State will change its methodology in the future. The probation services fund has been used to offset decreased State funding in prior years. However, with the increase in State funding in Fiscal Year 2014, a transfer from the special service fund to the probation services fund was not budgeted. Foreclosure mediation fees have been reduced based on foreclosure activity, total contractals have been increased due to the purchase of new library books. Finally, security services and miscellaneous contractual services have decreased due to a reduction in foreclosure activity.*

*Chief Judge Phillips noted the probation reimbursement is a particular concern due to safety concerns. Creative ways are being considered to provide fair and equitable services to the people of Lake County. House Bill 2404 which treats 17 year olds as juvenile offenders has had a financial impact to judiciary departments. The adjudication processes municipalities are undertaking are also financially impacting the revenue sources of the judiciary departments.*

**A motion was made by Member Cunningham, seconded by Member Pedersen, that this committee action item be approved. Motion carried by the following roll call vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Taylor, seconded by Member Carlson, that this item be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.12 14-1092**

Joint committee action approving the recommended FY 2015 budget for the Children's Waiting Room Fund.

**A motion was made by Member Weber, seconded by Member Hart, that items 4.12 through 4.16 be approved. The motion carried by the following vote:**



**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Mandel, seconded by Member Rummel, that items 4.12 through 4.16 be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.13 14-1095**

Joint committee action approving the recommended FY 2015 budget for the Hulse Detention Center.

*Chris Creighton of Finance and Administrative Services reported staff and operation increases due to House Bill 2404.*

**A motion was made by Member Weber, seconded by Member Hart, that items 4.12 through 4.16 be approved. The motion carried by the following vote::**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Mandel, seconded by Member Rummel, that items 4.12 through 4.16 be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.14 14-1097**

Joint committee action approving the recommended FY 2015 budget for the Law Library.

*Judge Phillips noted a full time employee from the Justice Court will assist the public in filing necessary forms.*

**A motion was made by Member Weber, seconded by Member Hart, that items 4.12 through 4.16 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Mandel, seconded by Member Rummel, that items 4.12 through 4.16 be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.15 14-1099**

Joint committee action approving the recommended FY 2015 budget for the Probation Services Fee.

**A motion was made by Member Weber, seconded by Member Hart, that items 4.12 through 4.16 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Mandel, seconded by Member Rummel, that items 4.12 through 4.16 be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.16 14-1105**

Joint committee action approving the recommended FY 2015 budget for the Neutral Site Custody Exchange Fee.

**A motion was made by Member Weber, seconded by Member Hart, that items 4.12 through 4.16 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Mandel, seconded by Member Rummel, that items 4.12 through 4.16 be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.17 14-1107**

Joint committee action approving the recommended FY 2015 budget for the Sheriff.

*Chris Creighton of Finance and Administrative Services presented the Sheriff's proposed budget. New program request include adding a full time Deputy Chief of Internal Affairs, extending a temporary evidence technician, and capital funding for various equipment replacements and purchases. Fines and forfeitures are anticipated to decrease but municipal revenue is anticipated to increase due to Mettawa's contract agreement for patrol services.*

*Sheriff Mark Curran requested approval to replace all sheriff's pistols and two livescan machines which have reached the end of their life. Undersheriff Ray Rose noted that this proposed budget is proactive in comparison to previous budgets. The budget focuses on prevention and management.*

*Upon inquiry from Member Hart, Patrice Sutton Burger of Finance and Administrative Services indicated an analysis of positions and vacancies was conducted. On average, the variance of vacancies ranged from 1.1 percent to 6.13 percent so a variance of 2 percent was budgeted to the Sheriff's overall budget for fiscal year 2015. Lake County Board Member Carter noted the importance of working with other communities and engaging them to participate in shared services and programs. Upon inquiry from Member Rummel, County Administrator Barry Burton indicated overtime in this department is expected to decrease due to hiring of staff.*

**A motion was made by Member Calabresa, seconded by Member Weber, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Rummel, seconded by Member Mandel, that this item be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**4.18 14-1109**

Joint committee action approving the recommended FY 2015 budget for the Transportation Safety Hire-back Fund.

**A motion was made by Member Hart, seconded by Member Pedersen, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Calabresa, Member Carlson, Member Cunningham, Member Hart, Member Pedersen and Member Weber

*Financial and Administrative Committee:*

*A motion was made by Member Sauer, seconded by Member Taylor, that this item be approved. The motion carried by the following vote:*

*Ayes: 7 Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.*

**5. Adjournment of the Law and Judicial Committee. The Financial and Administrative Committee may remain in session to review and approve other departmental budgets.**

*The Law and Judicial Committee adjourned its meeting at 11:49 a.m. The Financial and Administrative Committee remained in session to review items on the Financial and Administrative Committee Agenda.*

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Law and Judicial  
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*Vice-Chairman*

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Committee*