

# **Lake County Illinois**

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



## **Meeting Minutes - Final**

**Tuesday, October 20, 2015**

**10:30 AM**

**Joint Budget Meeting**

**Assembly Room, 10th Floor**

**Law and Judicial Committee**

**1. Call to Order**

*Law and Judicial Committee Chair Nixon called the meeting to order at 10:30 a.m.*

*Finance and Administrative Committee Chair Paxton noted Finance and Administrative Committee has been in session since 8:30 a.m.*

**Present** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Committee*

*Present 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel, Member Sauer*

*Others Present:*

*Jeff Werfel, County Board Member*

*Ray Rose, Lake County Sheriff's Office*

*Mike Keller, Lake County Sheriff's Office*

*Mark Curran, Lake County Sheriff's Office*

*Scot Kurek, Lake County Sheriff's Office*

*Andrea Usry, Lake County Sheriff's Office*

*William Kinville, Lake County Sheriff's Office*

*Mike Gregory, Lake County Sheriff's Office*

*Dawn Wucki Roszbach, Lake County Sheriff's Office*

*James Elliot, Lake County Sheriff's Office*

*Lou Kent, Lake County Sheriff's Office*

*Christopher Covelli, Lake County Sheriff's Office*

*Jeffrey Burke, Lake County Sheriff's Office*

*Joy Gossman, Public Defender's Office*

*Sandy Ruckebell, Public Defender's Office*

*Mary Lynne Ellis, Information Technology*

*Thomas Rudd, Coroner's Office*

*Orlando Portillo, Coroner's Office*

*Susan Rankin, Lake County Sheriff's Office Merit Commission*

*Marion Watson, Lake County Sheriff's Office Merit Commission*

*Mary Stevens, Courts Administration*

*Teri White, State's Attorney's Office*

*Jorge Ortiz, 19th Judicial Circuit*

*John Byrne, Lake County Sheriff's Office*

*Mary Ann Kornau Bandurski, Veteran's Assistance Commission*

*Efren Heredia, Finance and Administrative Services*

*Mike Nerheim, State's Attorney's Office*

*Keith Brin, Circuit Clerk's Office*

*Jennifer Rathunde, Circuit Clerk's Office*

*John Phillips, 19th Judicial Circuit*

*Heidie Hernandez, Lake County Board Office*

*Barry Burton, County Administrator*

*Patrice Sutton, Finance and Administrative Services*

*Gary Gordon, Finance and Administrative Services*

Aaron Lawlor, County Board Chairman  
Ryan Waller, County Administrator's Office  
Amy McEwan, County Administrator's Office  
Adlil Issakoo, County Administrator's Office  
Ben Gilbertson, County Administrator's Office  
Farrah Watson, Finance and Administrative Services  
Anthony Cooling, Finance and Administrative Services

**2. Pledge of Allegiance**

*Chair Paxton dispensed with the Pledge of Allegiance, noting it had been recited at 8:30 a.m.*

**3. Public Comment**

*There were no public comments.*

**4. New Business**

**4.1 [15-1076](#)**

Presentation and consideration of proposed FY 2016 Budget (see complete recommended budget attached).

*Gary Gordon, Director of Finance and Administrative Services provided a brief presentation on how the departments responded to the two percent budget reduction and some of the recommendations from the departments.*

**This matter was presented.**

**4.2 [15-1079](#)**

Joint committee action approving the recommended FY 2016 budget for the Sheriff's Merit Commission.

*Patrice Sutton of Finance and Administrative Services reported on the revenue and expenses of the commission. The revenue comes from fees which are currently stable and there is a transfer for the expense of all pre-employment psychological and physical expenses to the Risk Fund.*

**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 Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.3 [15-1080](#)**

Joint committee action approving the recommended FY 2016 budget for the Coroner.

*Patrice Sutton of Finance and Administrative Services reported on the budget highlights. Revenue from other governments has increased to reflect more accurate levels of drug testing performed for other County departments as well as other entities. It was*

*determined that the expense of \$22,000 for medical supplies be moved to the Coroner Fees Fund.*

**A motion was made by Member Cunningham, seconded by Member Hart, that this committee action item be approved. Motion carried by voice vote.**

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.4 [15-1081](#)**

Joint committee action approving the recommended FY 2016 budget for the Coroner Fees Fund.

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

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.5 [15-1082](#)**

Joint committee action approving the recommended FY 2016 budget for the Public Defender.

*Patrice Sutton of Finance and Administrative Services presented on the budget highlights of the Public Defender's Office. The revenue fees have been reduced based on prior years actuals, while salary increased due to the compensation study. This increase has been offset by the elimination of one position. The Public Defender's Office responded to the two percent budget reduction by eliminating four contract attorneys; however, in agreement with the Circuit Courts four conflict attorneys will be managed by the Public Defender's Office. In the amount of \$120,000 will be transferred from the Circuit Courts Budget into the Public Defender's budget also, an additional \$103,000 has been added to the Public Defender's budget to appropriately fund the management the transfer.*

*Joy Gossman, Public Defender's Office, reported on the year's cost savings. Last year, an electric car was funded and has saved the County of fuel expenses, also there is a reduction of file storage. By the end of this year there will be 3,000 boxes of file storage destroyed, saving the County \$9,000. There are also salary savings experienced when attorneys are replaced at an entry level starting salary.*

**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 Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.6 [15-1083](#)**

Joint committee action approving the recommended FY 2016 budget for the Circuit Court Clerk.

*Patrice Sutton of Finance and Administrative Services briefed the group on the budget highlights, noting that the revenue resulting from fees and fines are down five percent compared to FY15 and expenses have reduced by \$351,643 due to office reorganization, improved work flow, and greater use of technology. Ms. Sutton also added that the Circuit Clerks Office budget is six percent lower than last year.*

*Circuit Court Clerk, Keith Brin, added that the goal of the Circuit Courts Office is to eliminate the use of tax payer funds to operate the office and instead use the funds gained from fees and fines.*

**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 Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.7 [15-1084](#)**

Joint committee action approving the recommended FY 2016 budget for the Document Storage Fee.

*Patrice Sutton of Finance and Administrative Services informed the group that a staff member who was previously in the Document Storage Fund has been moved to the General Fund. This was done to protect the decreasing fund balance and ensure that the funds are utilized for technology improvements.*

*Circuit Court Clerk, Keith Brin, noted the significant decrease in the Document Storage Fund balance is due to technology expenses such as public access, remote access, electronic filing, and an application which can be downloaded by anyone.*

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

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.8 [15-1085](#)**

Joint committee action approving the recommended FY 2016 budget for the Electronic Citation Fee.

*Patrice Sutton of Finance and Administrative Services and Keith Brin, Circuit Court Clerk presented. Ms. Sutton reported this is a dedicated fund for the advancement of the Electronic Citation Project. The revenue has decreased while expenses have remained status quo and are budgeted for the ongoing implementation of the project. Mr. Brin gave a short report on the status of the project.*

**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 Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.9 [15-1086](#)**

Joint committee action approving the recommended FY 2016 budget for the Court Automation Fee.

*Patrice Sutton of Finance and Administrative Services, and Keith Brin, Circuit Court Clerk, presented. Ms. Sutton noted revenue has decreased to reflect historical actuals and has maintained seven full-time staff members. There is an increase in consulting, and computer equipment replacements. Ms. Sutton also indicated maintenance on the integrated justice system was moved into this budget which was a \$100,000 budget increase.*

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

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.10 [15-1087](#)**

Joint committee action approving the recommended FY 2016 budget for the Sheriff.

*Patrice Sutton of Finance and Administrative Services, presented on the Sheriff's Office's budget highlights. There is a one percent increase in revenue due to the work release program, fines, and revenues from municipalities, and a decrease in foreclosure revenues. Expenses have been reduced by the elimination of six positions. The Sheriff's office submitted two program requests for office modifications in the amount of \$100,000 and for the body cameras budgeted in the General Operating Expense (GOE) budget.*

*County Administrator, Barry Burton, added that more information will be brought back to the group regarding the body cameras as soon as policies and procedures are established. Also, the Sheriff's Office submitted several requests that would provide for additional saving; however, they require coordination with several different agencies and are not included in this budget because they are in the beginning phases of their work.*

*Undersheriff Raymond Rose, gave a brief update on the items on the budget, staffing levels, and the requested programs.*

**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 Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.11 [15-1088](#)**

Joint committee action approving the recommended FY 2016 budget for the Transportation Safety Hire-back Fund.

*Patrice Sutton of Finance and Administrative Services noted this is a fee collected from tickets issued in Construction Zones to fund the overtime needed to patrol the Construction Zones.*

**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 Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.12 [15-1089](#)**

Joint committee action approving the recommended FY 2016 budget for the State's Attorney.

*Patrice Sutton of Finance and Administrative Services provided the budget highlights*



*noting the overall revenue is up three percent due to increases in grants, grant matches, and salary reimbursements. The Children Advocacy Center fees were increased to match historical actuals. There has been a one percent reduction in expenses for salaries due to the elimination of three positions based on the decrease in case filings. The State's Attorney's Office has submitted a program request for office modification of office space for communications manager and cyber division.*

*Mike Nerheim, State's Attorney, gave a brief history and update on the State's Attorney's staff work load and noted losing an Assistant State's Attorney position would undermine the ability to provide justice to the Lake County residents.*

*Discussion ensued regarding the need and where the funding would come from to keep the position.*

*A motion was made by Member Hart, seconded by Member Cunningham, that this item be approved.*

*A motion was made by Member Hart, seconded by Member Cunningham, to amend the budget to fund the \$86,000 for the Assistant State's Attorney's position via the Court Facilities Funding account in the General Operating Expense Fund. The motion carried by the following vote:*

*Aye: 7 Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber*

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

**Aye: 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber**

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.13 15-1090**

Joint committee action approving the recommended FY 2016 budget for the State's Attorney Automation Fund.

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

**Aye: 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber**

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member,*



*Mandel, Member Rummel, and Member Sauer*

**4.14 [15-1091](#)**

Joint committee action approving the recommended FY 2016 budget for the Circuit Courts.

*Patrice Sutton of Finance and Administrative Services gave a brief description of the budget highlights noting Foreclosure Mediation Fees and expenses have decreased due to decreased activity. A transfer of all other fees and lab supplies have been moved to the Probation Services Fund. Expenses for salaries have been reduced as a response to the two percent budget decrease, and the overall decrease in the expenses is three percent. Ms. Sutton also noted that the funds to cover the increase in the juror's fees has been placed in General Operating Expenses (GOE) and is not reflected in the Court Budget.*

*Chief Judge John Phillips, expounded on the efforts made to meet the two percent budget decrease. Discussion continued regarding current vacant positions and the necessity for the positions.*

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

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.15 [15-1092](#)**

Joint committee action approving the recommended FY 2016 budget for the Hulse Detention Center.

*Member Hart inquired on the increasing juvenile cases, and would like to understand why the other case filings are decreasing. Mary Stevens, Court Administration, added the juvenile case filings are increasing due to 17 year olds being moved from adult to juvenile.*

*Much discussion occurred regarding the amount of juveniles processed through the program and how the amount of beds available effects the judges decision to send the juvenile to the detention center.*

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

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

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

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.16 [15-1093](#)**

Joint committee action approving the recommended FY 2016 budget for the Children's Waiting Room Fund.

*Chief Judge John Phillips, added the department will be requesting an increase in the fee for the Children's Waiting Room and Law Library and will be brought to the Law and Judicial Committee next round.*

*Discussion ensued in regards to how much the fee will be increased, who will be paying the fees, and the need for the increase for the Children's Waiting Room and Law Library.*

**A motion was made by Member Cunningham, seconded by Member Calabresa, that items 15-1093 and 15-1094 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

*A motion was made by Member Hewitt, seconded by Member Sauer, that items 15-1093 and 15-1094 be approved. The motion carried by the following vote:*

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.17 [15-1094](#)**

Joint committee action approving the recommended FY 2016 budget for the Law Library.

**A motion was made by Member Cunningham, seconded by Member Calabresa, that items 15-1093 and 15-1094 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

*A motion was made by Member Hewitt, seconded by Member Sauer, that items 15-1093 and 15-1094 be approved. The motion carried by the following vote:*

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

**4.18 [15-1095](#)**

Joint committee action approving the recommended FY 2016 budget for the Probation Services Fee.

**A motion was made by Member Cunningham, seconded by Member Hart, that items 15-1095 and 15-1096 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

*A motion was made by Member Carlson, seconded by Member Rummel, that items 15-1095 and 15-1096 be approved. The motion carried by the following vote:*

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member,*

*Mandel, Member Rummel, and Member Sauer*

**4.19 15-1096**

Joint committee action approving the recommended FY 2016 budget for the Neutral Site Custody Exchange Fee.

**A motion was made by Member Cunningham, seconded by Member Hart, that items 15-1095 and 15-1096 be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Financial and Administrative Services Committee*

*A motion was made by Member Carlson, seconded by Member Rummel, that items 15-1095 and 15-1096 be approved. The motion carried by the following vote:*

*Aye: 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member, Mandel, Member Rummel, and Member Sauer*

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

*Meeting adjourned at 1:57 p.m. The Financial and Administrative Committee remained in session.*

**A motion was made by Member Cunningham, seconded by Member Hart, that this meeting be adjourn. The motion carried unanimously.**

**Aye:** 7 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart, Member Paxton and Member Weber

*Meeting minutes prepared by Heidie Hernandez.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Law and Judicial Committee*