

Lake County Illinois

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



Meeting Minutes - Final

Tuesday, October 18, 2016

10:00 AM

**Please Note Start Time
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 10:00 a.m.

Present 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent 1 - Member Paxton

Financial and Administrative Committee Chair Rummel reconvened the Financial and Administrative Committee Meeting at 10:00 a.m. after a brief recess.

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

Others present:

Keith Brin, Circuit Court Clerk

Barry Burton, County Administrator

John Byrne, Sheriff's Department

Bonnie Carter, County Board Member

Jim Chamernick, Sheriff's Department

Anthony Cooling, Finance and Administrative Services

Angela Cooper, Workforce Development

Chris Covelli, Sheriff's Department

Mark Curran, Sheriff

Cam Davis, County Administrator's Office

Patrice Evans, Courts Administration

Francis Fox, Sheriff's Department

Paul Frank, City of Highland Park

Ben Gilbertson, County Administrator's Office

Jodi Gingiss, Community Development

Gary Gordon, Finance and Administrative Services

Joy Gossman, Public Defender

Mike Gregory, Sheriff's Department

Heidie Hernandez, County Board Office

Ryan Horne, Finance and Administrative Services

John Idleburg, Lake County Resident

Keith Keiser, Sheriff's Department

Mike Keller Sheriff's Department

Aaron Lawlor, County Board Chairman

Donna Jo Maki, County Administrator's Office

Judy Martini, Lake County Resident

Wendy Morey, Stormwater Management Commission

Michael Nerheim, State's Attorney

Audrey Nixon, County Board Member

Jerry Nordstrom, Health Department

Anita Patel, Planning, Building and Zoning

Mike Peck, Veterans Assistance Commission

Mark Pfister, Health Department

*Gary Pickens, Regional Office of Education
Orlando Portillo, Coroner
Jennifer Rathunde, Circuit Clerk's Office
Robert Richards, Sheriff's Department
Jessica Rios, Merit Commission
Ray Rose, Undersheriff
Sandra Ruckbeil, Public Defender
Jennifer Serino, Workforce Development
Jennie Vana, Communications
Blanca Vela-Schneider, County Board Office
Eric Waggoner, Planning, Building and Zoning
Mike Warner, Stormwater Management Commission
David Wathen, Sheriff's Department
Farrah Watson, Finance and Administrative Services
Michael Wheeler, Finance and Administrative Services
Teri White, State's Attorney Office
Roycealee Wood, Regional Office of Education
Dawn Wucki-Rossbach, Sheriff's Department*

Financial and Administrative Committee Chair Rummel, reminded the public that there is a physical quorum of the Financial and Administrative Committee and Law and Judicial Committee, and Member Bartels is participating electronically due to a medical illness.

Financial and Administrative Committee Chair Rummel provided a brief statement regarding the budget consideration process.

2. Pledge of Allegiance

Financial and Administrative Committee Chair Rummel noted the Pledge of Allegiance had been recited at 9:00 a.m.

3. Public Comment

There were no comments from the public.

4. New Business

4.1 [16-0958](#)

Presentation and consideration of proposed FY 2017 Budget (see complete recommended budget attached).

Finance and Administrative Services Director Gary Gordon introduced Deputy Finance Director Ryan Horne. Mr. Horne provided a brief budget presentation to the Committees. He thanked the various staff involved in the budget process, including finance analysts, communications, and print shop services.

This matter was presented.

4.2 [16-0961](#)

Joint committee action approving the recommended FY 2017 budget for the Sheriff's Merit Commission.

Farrah Watson of Finance and Administrative Services introduced Jessica Rios of the

Sheriff's Merit Commission. Ms. Watson indicated that no changes are proposed to this budget.

Member Sauer noted an increase of \$20,000 since fiscal year (FY) 2015. Ms. Watson explained that the \$20,000 in the consultant line is for written exams that are done with a vendor. The Sheriff's Department previously had it in their budget but it has since been moved to the Sheriff's Merit Commission to appropriately reflect where the funds are being expended.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.3 [16-0962](#)

Joint committee action approving the recommended FY 2017 budget for the Coroner.

Farrah Watson of Finance and Administrative Services presented the proposed budget for the Coroner's Office. The budget has remained flat but there are a few changes. The full time executive assistant position has been changed to two part time positions. In addition, the Coroner's Office has requested Corporate Capital Improvement Program (CCIP) funding for the replacement of a management services system. The County Administrator's Office recommends the new management services system and it was noted that the Coroner's Office is budgeting \$40,000 for the new services.

Discussion ensued regarding the reason for changing the executive assistant position from one full time position to two part time positions.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.4 [16-0963](#)

Joint committee action approving the recommended FY 2017 budget for the Coroner Fees Fund.

Farrah Watson of Finance and Administrative Services presented the proposed budget for Coroner's Fees. The budget is down due to a reduction in contractuels and commodities items. Additionally, the funding for firearms and bullet proof vests has been removed from the budget. Fee revenue has remained consistent for the upcoming fiscal year (FY). Two desktop computers and five laptops will be replaced from the capital expenditure fund.

Discussion occurred regarding the replacement scheduled for computer equipment.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.5 [16-0964](#)

Joint committee action approving the recommended FY 2017 budget for the Public Defender.

Farrah Watson of Finance and Administrative Services and Public Defender Joy Gossman presented the Public Defender's proposed budget. Ms. Watson reported that regular salaries and wages are slightly down from fiscal year (FY) 2016 due to long-term individuals leaving and hiring for those positions at a starting salary. Capital expenditures consist of the replacement of 28 desktop computers, three laptops, two hybrid bundles, one mobile workstation and an additional monitor.

Ms. Gossman introduced Sandra Ruckbeil of the Public Defenders Office. She noted that there have been some personnel challenges due to vacations, paternity and or maternity leaves, and extended medical leaves but the office has still run smoothly. She reported that the Public Defender's Office social worker has seen an increase in requests for services including housing and treatment placement as well as assisting attorneys with clients who may be suffering from mental illness. The social worker is also working with jail personnel to coordinate the transportation of in-custody clients with substance abuse to residential placement for substance abuse treatment.

In the FY 2016 budget, the Public Defender's Office took on the conflict unit which was previously handled by the Courts. Private attorneys were hired to handle cases in ten courtrooms and an existing staff member was used to manage the conflict unit.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

A motion was made by Member Carlson, seconded by Member Taylor, that this item be approved. Motion carried by voice vote.

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

4.6 [16-0971](#)

Joint committee action approving the recommended FY 2017 budget for the State's Attorney.

Farrah Watson of Finance and Administrative Services, State's Attorney Michael Nerheim and Deputy State's Attorney Teri White, presented on the proposed budget. Ms. Watson reported that capital expenditures include the replacements of 42 desktop computers, three laptop computers and two vehicles.

Mr. Nerheim provided updates on many programs including the Children's Advocacy Center, the success of the opioid initiative and the community outreach program. Mr. Nerheim also added that the State's Attorney's Office has had an increase in workload due to body cameras now being used by the Sheriff's Office deputies.

Mr. Nerheim requested that the department's budget be cut using alternative manners instead of eliminating two full time positions, as recommended in the fiscal year (FY) 2017 budget. He stated that eliminating two full time positions will increase the workload for other staff members and could potentially result in mistakes. County Administrator Barry Burton added that the elimination of two full time position was recommended based on the reduction of case management. In addition, the budget reduction must be sustained throughout the year and eliminating the two positions will ensure that the budget reduction will be sustained in the long run.

Further discussion ensued regarding how the State's Attorney's Office will maintain the two percent budget reductions without eliminating the positions and what the workload may look like if the two positions are eliminated.

A motion was made by Member Bartels, seconded by Member Hart, that this item be amended to eliminate the reduction of two full time positions from the budget and to allow the State's Attorney to reduce the budget by two percent via alternate methods. Motion carried by voice vote.

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

A motion was made by Member Carlson, seconded by Member Bartels, to approve the

*committee action item, as amended and approved by the Law and Judicial Committee.
Motion failed by the following roll call vote:*

Aye: 3 - Member Bartels, Member Mandel, and Member Carlson

Nay: 4 - Member Sauer, Member Hewitt, Vice Chair Taylor, Chair Rummel

A motion was made by Member Mandel, seconded by Member Sauer, to approve the State's Attorney's budget as originally recommended by staff. Motion carried by voice vote.

Aye: 6 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel and Member Sauer

Nay: 1 - Member Bartels

4.7 [16-0972](#)

Joint committee action approving the recommended FY 2017 budget for the State's Attorney Automation Fund.

Farrah Watson of Finance and Administrative Services reported that a fee for the automation fund has been collected since fiscal year (FY) 2012, but a separate fund was created during FY 2015. Based on the current year's budget, the fund balance is estimated to be \$206,161 at the end of FY 2016.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.8 [16-0969](#)

Joint committee action approving the recommended FY 2017 budget for the Sheriff.

Mike Wheeler of Finance and Administrative Services, Sheriff Mark Curran, and Undersheriff Raymond Rose presented the Sheriff's Office proposed budget. Mr. Wheeler reported that the budget is relatively flat with revenues and expenses changing only by one percent. Decreasing revenues are due to fluctuation in various revenue streams including foreclosure fees, marine unit fees, eviction service fees, and others. Increases are found in accounts such as municipalities, and telephone commissions.

Sheriff Curran and Undersheriff Rose provided several updates on their strategic plan, crisis intervention training, body cameras and mental health issues.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial Administrative Committee

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

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

4.9 [16-0970](#)

Joint committee action approving the recommended FY 2017 budget for the Transportation Safety Hire-back Fund.

Michael Wheeler of Finance and Administrative Services reported that this fund is used to rehire off-duty public safety officers to patrol in areas where interstate roads are being repaired or constructed. Capital expenditures include purchasing radar detectors and other equipment to be used by officers patrolling constructions zones. The fiscal year (FY) 2017 budget will result in a fund balance of \$179,545.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.10 [16-0965](#)

Joint committee action approving the recommended FY 2017 budget for the Circuit Court Clerk.

Michael Wheeler of Finance and Administrative Services and Circuit Court Clerk Keith Brin, presented the proposed budget. Mr. Wheeler reported that five full time and three part time positions were eliminated, decreasing expenses by \$350,000. Revenues have increased by one percent.

Mr. Brin, provided an update on budget decreases since 2013 and a reduction of head count since 2013, noting that although head count has decreased, services, such as passport services, have increased.

A motion was made by Member Cunningham, seconded by Member Hart, that this

committee action item be approved. Motion carried by voice vote.

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.11 [16-0966](#)

Joint committee action approving the recommended FY 2017 budget for the Document Storage Fee.

Michael Wheeler of Finance and Administrative Services and Circuit Court Clerk Keith Brin, presented the proposed budget for the Document Storage Fee budget. Mr. Wheeler reported that revenues are expected to increase due to income from photograph for passport services. Expenses are projected to be less.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.12 [16-0967](#)

Joint committee action approving the recommended FY 2017 budget for the Electronic Citation Fee.

Michael Wheeler of Finance and Administrative Services presented the proposed budget for the Electronic Citation Fee. He reported that revenues are expected to increase based on recent activity and there are no expenses budgeted.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

A motion was made by Member Carlson, seconded by Member Taylor, that this

committee action item be approved. Motion carried by voice vote.

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

4.13 [16-0968](#)

Joint committee action approving the recommended FY 2017 budget for the Court Automation Fee.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.14 [16-0973](#)

Joint committee action approving the recommended FY 2017 budget for the Circuit Courts.

Michael Wheeler of Finance and Administrative Services, Chief Judge Jorge Ortiz and Mary Stevens of the Nineteenth Judicial Circuit presented on the Circuit Court's budget. Mr. Wheeler reported that revenues have increased due to State probation reimbursements but expenses have also increased by two percent. The position count for fiscal year (FY) 2017 is proposed to remain the same as FY 2016.

Chief Judge Ortiz provided several survey results from different departments within the Nineteenth Judicial Circuit and reported on different programs and provided their goals.

Discussion occurred regarding the transition from paper filing to electronic filing and court system fees.

County Board Chairman Lawlor and Chief Judge Ortiz discussed opportunities to benchmark where the County is on fees collected, and how to better understand best practices when using the collected fees.

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

Aye: 5 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Hart and Member Weber

Nay: 1 - Member Calabresa

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

Aye: 6 - Chair Rummel, Vice Chair Taylor, Member Carlson, Member Mandel, Member Sauer and Member Bartels

Nay: 1 - Member Hewitt

4.15 [16-0974](#)

Joint committee action approving the recommended FY 2017 budget for the Hulse Detention Center.

Michael Wheeler of Finance and Administrative Services reported that due to the addition of a full time position added during fiscal year (FY) 2016, expenses have increased and revenues have gone down due to a decrease in property taxes.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.16 [16-0975](#)

Joint committee action approving the recommended FY 2017 budget for the Children's Waiting Room Fund.

Michael Wheeler of Finance and Administrative Services presented the proposed budget for the Children's Waiting Room Fund. He reported that revenue has risen due to a fee increase that became effective in January 2016.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.17 [16-0976](#)

Joint committee action approving the recommended FY 2017 budget for the Law Library.

Michael Wheeler of Finance and Administrative Services presented on the Law Library budget. Mr. Wheeler indicated that the Law Library Fees account increased due to a fee increase that became effective in January 2016 and expenses are expected to remain flat.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.18 [16-0977](#)

Joint committee action approving the recommended FY 2017 budget for the Probation Services Fee.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

4.19 [16-0978](#)

Joint committee action approving the recommended FY 2017 budget for the Neutral Site Custody Exchange Fee.

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

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Financial and Administrative Committee

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

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

- 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 1:15 p.m. The Financial and Administrative Committee remained in session.

A motion was made by Member Cunningham, seconded by Member Weber, to adjourn. The motion carried unanimously.

Aye: 6 - Chair Nixon, Vice Chair Cunningham, Member Bartels, Member Calabresa, Member Hart and Member Weber

Absent: 1 - Member Paxton

Meeting minutes prepared by Heidie Hernandez.

Respectfully submitted,

Chairman

Vice-Chairman

Law and Judicial Committee