

Special Justice Committee Meeting Minutes

The Justice Committee of the McLean County Board met on Monday, October 8, 2001 at 5:15 p.m. in Room 700 of the McLean County Law and Justice Center, 104 W. Front Street, Bloomington, Illinois.

Members Present: Chairman Sommer, Members, Emmett, Renner, Kinzinger and Johnson

Members Absent: Member Pokorney

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Mrs. Carmen I. Zielinski, County Administrator's Office

Department Heads/
Elected Officials

Present: Sheriff Dave Owens, Sheriff Department; Chief Deputy Sheriff Derick Love, Sheriff's Department; Mr. Jim Wahls, Director, ESDA;

Ms. Billie Larkin, Director, Children's Advocacy Center;
Ms. Beth Kimmerling, County Coroner; Ms. Jane Engblom, Jury Commission Coordinator

Chairman Sommer called the meeting to order at 5:19 p.m.

Mr. Zeunik addressed the Fiscal Year 2002 Recommended Budget for the Children's Advocacy Center, 0129-0062. The Recommended Fiscal Year 2002 Budget is \$389,462.00, which represents a 9.59% increase from Fiscal Year 2001. The Children's Advocacy Center General Property Taxes line account has increased from \$90,532.00 in the Fiscal Year 2001 Adopted Budget to \$95,293.00 in the Fiscal Year 2002 Recommended Budget. The Children's Advocacy Center is permitted, by law, to levy a property tax in an amount not to exceed a tax rate of \$0.0400 per \$100 of equalized assessed valuation. The Illinois Criminal Justice Information Authority line item account has been decreased from \$89,175.00 in the Fiscal Year 2001 Adopted Budget to \$82,390.00 in the Fiscal Year 2002 Recommended Budget. This decrease reflects the projected decrease in grant funding from the Illinois Criminal Justice Information Authority. Children's Advocacy Center Child Welfare line item account was increased from \$117,875.00 in the Fiscal Year 2001 Adopted Budget to \$135,875.00 in the Fiscal Year 2002 Recommended Budget. This increase reflects the increase in grant funding from the Department of Children and Family Services. The Child Protection Network line item account was increased from \$57,790.00 in the fiscal Year 2001 Adopted Budget to \$75,904.00 in the Fiscal Year 2002 Recommended Budget. This reflects the proposed increase in grant funding from the Child Protection Network.

Mr. Zeunik noted that under the Fiscal Year 2002 Recommended Budget staffing was increased by a 0.50 FTE Case Manager. The Full-Time equivalent staffing increases from 7.50 FTE's in the Fiscal Year 2001 Adopted Budget to 8.00 FTE's in the Fiscal Year 2002

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Recommended Budget. Mr. Zeunik stated that the Travel Expense line item account was increased from \$2,500 in the Fiscal Year 2001 Adopted Budget to \$3,500 in the Fiscal Year Recommended Budget. The increase was based on a review of the year to date expenses, as of the date the Recommended Budget was prepared. The Electric Service line item account was increased from \$6,000 in the Fiscal Year 2001 Adopted Budget to \$13,700 in the Fiscal Year 2002 Recommended Budget. This increase was based on the additional space occupied by the Children's Advocacy Center in the 200 West Front Street Building. The Gas Service line item account was increased from \$2,400 in the Fiscal Year 2001 Adopted Budget to \$4,000 in the Fiscal Year 2002 Recommended Budget due to the additional space occupied by the Children's Advocacy Center in the 200 West Front Street Building. Because the Children's Advocacy Center is a County Office, the Center does not pay rent to the County, but the Center is responsible to reimburse all utility expenses. Chairman Sommer asked how the utilities are tracked. Mr. Zeunik stated that the utilities are tracked based on the space that is metered. For natural gas, it is tracked on a pro-rata basis because natural gas services the entire building.

Chairman Sommer asked for an update on the County's projection of the natural gas usage for the County buildings. Mr. Zeunik explained that the natural gas projection has increased for the next year based on the contract agreement approved with Nicor. The County entered an agreement where Nicor purchases gas in bulk for the County's use. Nicor reviewed all of the County's usage for the past two or three years. Based on past experience, Nicor projects how much natural gas will be needed and that quantity is purchased in bulk, and guarantee that the quantity will be available to the County at a fixed rate. If the County supercedes the bulk quantity, the County will pay for the natural gas at the market price.

Mr. Zeunik informed the Committee that Mr. Lindberg advised him of a correction that needs to be made in the Recommended Budget that will not change the bottom line of the budget. On page 214, there are salary numbers that were miscoded. The Full-Time Employee line item currently reads \$239,722. This should read \$225,888. The Part-Time Employee line, immediately beneath, currently reads \$12,298. This should read \$26,132. The total salary expense remains the same.

Ms. Billie Larkin, Children's Advocacy Center Director, explained that more square footage was obtained in the new building with the thought of having future room for expansion. The training space in the new building has been reserved 47 times with requests for usage of the space between now and a year end.

Ms. Larkin stated that on Wednesday, October 10th, a review will occur regarding the \$1.5 million Advocacy Center funding approved in the state of Illinois budget.

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Resources have been researched that will help cushion the McLean County Children's Advocacy Center budget.

Motion by Renner/Johnson to tentatively approve and recommend the Fiscal Year 2002 Recommended Budget for the Children's Advocacy Center 0129-0062. Motion carried.

Mr. Zeunik addressed the Fiscal Year 2002 Recommended Budget for the Jury Commission, 0001- 0018. Mr. Zeunik stated that the total Recommended Budget for the Fiscal Year 2002 is \$92,762.00, representing an increase of 8.33% over Fiscal Year 2001 Adopted Budget. Mr. Zeunik stated there are no changes in the FTE Staffing for the Jury Commission in the Fiscal Year 2002 Recommended Budget. The Office Supplies line item account has increased from \$1,100 in the Fiscal Year 2001 Adopted Budget to \$1,200 in the Fiscal Year 2002 Recommended Budget due to 12 additional weeks of civil jury trials. The Operational Supplies line item account has added to the Fiscal Year 2002 Recommended Budget pursuant to the change in policy for budgeting capital outlay expenses. This line item has been budgeted at \$1,200 in order to purchase two hand-held scanners at \$575.00 each and one adding machine. Letterhead\Printed Forms line item account was increased from \$2,400 in the Fiscal Year 2001 Adopted Budget to \$3,120 in the Fiscal Year 2002 Recommended Budget due to the 12 additional weeks of civil jury trials scheduled in Fiscal Year 2002. The additional weeks will require the printing of more summons and envelopes.

Ms. Jane Engblom, Jury Commission Coordinator, stated that as of the end of September, jury trials have increased 28% over last year. Extra Judges from Ford County have held court in McLean County, so extra trials have been scheduled and handled. One of the ways expenses have been kept down is by the Utilization Review Report that is prepared for the Judges. This report keeps track of how many times jurors have been called in, how many times jurors have been used and how many times jurors have been sent home.

Chairman Sommer asked if the addition of an additional Judge will change the number figures in the future. Ms. Engblom stated that it is too early to determine this.

Chairman Sommer referred to the request made at budget discussions during the October 1st Justice Committee Meeting based on the additional jury trial weeks, the transfer of funds from the Juror Expense line item was ill-advised. The Committee suggested that the transfer of funds requested by Judge Robb come from the

Books\Video line item. Chairman Sommer explained that the Committee's decision makes good sense in light of the additional jury trial weeks.

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Motion by Kinzinger/Emmett to tentatively approve and recommend the Fiscal Year 2002 Recommended Budget for the Jury Commission 0001-0018. Motion carried.

Mr. Zeunik addressed the Fiscal Year 2002 Recommended Budget for the Merit Commission, 0001- 0008. Mr. Zeunik stated that the total Recommended Budget for the Fiscal Year 2002 is \$14,631.00, representing an increase of 17.69% over Fiscal Year 2001 Adopted Budget. Mr. Zeunik stated that the Application Fee revenue line item was budgeted at \$1,000.00 in the Fiscal Year 2002 Recommended Budget, representing the same amount appropriated in the Fiscal Year 2001 Adopted Budget. The Sheriff's Merit Board charges an application fee to candidates applying for the positions of Deputy Sheriff and Correctional Officers. Mr. Zeunik noted that there is no change in the FTE Staffing level in the Fiscal Year 2002 Recommended Budget. The proposed increase in the Fiscal Year 2002 Recommended Budget for the Part-Time line item and the Per Diem Employees line item was based on actual expenses incurred in Fiscal Year 2000 and year to date in Fiscal Year 2001. The part-time Office Support Specialist I works on those dates when the Sheriff's Merit Commission meets. The Merit Commission members are paid a per diem stipend on the dates when they meet for official business. The need to recruit and test candidates for the Sheriff's Department and several disciplinary cases have increased the number and length of the Merit Commission meetings.

Sheriff Owens explained that one disciplinary matter had occurred so far this year. The Merit Commission has also met to discuss three separate lists for Correctional Officers and one for Deputies. The Sheriff's Department has struggled to find qualified people. Presently there are 11 qualified people on either list.

Chairman Sommer wondered if the fee being charged to the applicants acts as a deterrent. Sheriff Owens stated that he has made the suggestion that this fee be abolished. The fee being charged is \$5.00 to \$10.00. The fee has not provided a lot of revenue.

Mr. Zeunik asked Sheriff Owens to describe the steps applicants must go through in order to get on the eligibility list. Sheriff Owens explained that with Correctional Officers they don't have to take an agility test. Deputies and Correctional Officers need to complete an application, go through an orientation process, written exam, agility test, oral interview with the Merit Commission. The Merit Commission then prepares a certified list of eligible candidates. Candidates are placed on the list with no ranking. The

Sheriff's Department can hire from the list for a period of 13 months. Applicants are ranked when they go through the interview process with the Sheriff's Command Staff.

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Motion by Renner/Johnson to tentatively approve and recommend the Fiscal Year 2002 Recommended Budget for the Jury Commission, 0001-0018. Motion carried.

Mr. Zeunik addressed the Fiscal Year 2002 Recommended Budget for the Sheriff's Department, 0001- 0029. Mr. Zeunik stated that the total Recommended Budget is \$6,035,671.00, representing an increase of 2.85% over the Fiscal Year 2001 Adopted Budget. Mr. Zeunik noted a slight decrease on the revenue side of 1.3%. This decrease was based on a review of last year's actual revenue and the year to date revenue as of the date the Recommended Budget was prepared.

Mr. Zeunik noted that there is no change in the FTE Staffing level in the Fiscal Year 2002 Recommended Budget. The Sheriff's Department Materials and Supplies budget remains basically unchanged. The line items that have increased have to do with food, gasoline, oil and diesel fuel for the Sheriff's Department.

Mr. Zeunik stated that under the 700 line items, an increase has been recommended was made for the Prisoner Housing\Outside County. This line item account was increased from \$40,000.00 in the Fiscal Year 2001 Adopted Budget to \$60,000.00 in the Fiscal Year 2002 Recommended Budget. The increase was based on a review of the year to date expenses through August 31st. Through August 31st, \$51,095.00 has been spent on prisoner's housing. This line item accounts for the costs of housing McLean County adult detainees out of the County, when the County's Adult Detention Facility exceeds capacity.

Mr. Zeunik explained that the Travel Expense line item has increased based on an increase in the number of extraditions. Mr. Zeunik clarified that the Sheriff' Department Budget does include vehicles. The purchase of vehicles is funded under a Fleet Program that falls within the County Board budget. The purchase of eight vehicles for the Sheriff's Department can be found under the Fleet Program of the County Board.

Chairman Sommer noted that the Time Off Paid Service (TOPS) payment is 18% higher than last year. This expense is difficult to project, the current year expense reflects about \$8,000.00 and that does not get finalized until the end of this year. Mr. Zeunik explained that the figure is based on a projected guess. TOPS is a program developed for operations that run 24 hours per day/7 days per week. Instead of employees taking vacation days, holidays, sick days, the time is collected under a TOPS account. Employees are encouraged to use their TOPS time, but, at the same time they are given

the incentive not to abuse it. The incentive permits employees to sell back unused TOPS time. There is a limit on the amount of time an employee can sell back to TOPS.

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Chairman Sommer asked if the Sheriff's Department contracts with their various suppliers on a two- year basis. Sheriff Owens stated that the Sheriff's Department does not contract or bid out on a two-year basis. Mr. Zeunik explained that offices such as the Circuit Clerk and the Auditor's Office that use the same type of forms year in and year out often bid out on a two-year basis.

Motion by Emmet/Renner to tentatively approve and recommend the Fiscal Year 2002 Recommended Budget for the Sheriff's Department, 0001-0029. Motion carried.

Mr. Zeunik addressed the Fiscal Year 2002 Recommended Budget for the Court Security Fund, 01401-0029. Mr. Zeunik stated that this is a Special Revenue Fund established per Illinois Law. The Circuit Court can assess a Court Security Fee to be used to provide funding for the Court Security Program within the Sheriff's Department. The revenue generated from the Court Security fee can be used to pay personnel expenses, purchase operating supplies and contract for services and purchase capital equipment. As a Special Revenue fund, the Court Security Fund must be balanced within the General Fund. This revenue line item account was budgeted at \$260,000.00 in the Fiscal Year 2002 Recommended Budget. This increase is based on a review of the Court Security fees ordered and collected by the Circuit Clerk as of August 31st.

Mr. Zeunik noted that there is no change in the FTE Staffing Level was recommended for the Fiscal Year 2002 Recommended Budget. The Court Security Fund has a total operating budget of \$289,787.00, representing an increase of 0.44%.

Motion by Kinzinger/Renner to tentatively approve and recommend the Fiscal Year 2002 Recommended Budget for the Court Security Fund, 0141-0029. Motion carried.

Mr. Zeunik addressed the Fiscal Year 2002 Recommended Budget for the Domestic Violence Grant Fund, 0150- 0029. Mr. Zeunik stated that the total Recommended Budget for the Fiscal Year 2002 is \$85,000.00, the same amount thiss last year. Mr. Zeunik stated that the Domestic Violence Grant Fund is a Special Revenue Fund that was established to account for the receipt and expenditure of a State Grant from the Illinois Criminal Justice Information Authority. This demonstration Grant was awarded tot he Sheriff's Department in Fiscal Year 1998 and has been renewed for Fiscal Year 2002. As

a Special Revenue Fund, the Domestic Violence Grant Fund must be balanced within the General Fund.

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Mr. Zeunik noted that there is no change in the FTE Staffing Level in the Domestic Violence Grant for 2002. Mr. Zeunik stated that the Operational Supplies line item account was increased from \$1,000.00 in the Fiscal Year 2001 Adopted Budget to \$1,500.00 in the Fiscal Year 2002 Recommended Budget. The increase was based on the change in County policy that established \$1,000.00 as the limit for listing an item as a Capital Outlay expense. Any item that cost between \$250.00 and \$1,000.00 was previously purchased as a Capital expense. These line items will now be budgeted and purchased as an operational supply expense.

Motion by Emmett/Renner to tentatively approve and recommend the Fiscal Year 2002 Recommended Budget for the Domestic Violence Grant Fund, 0150-0029. Motion carried.

Mr. Zeunik addressed the Fiscal Year 2002 Recommended Budgets for the COPS in School Fund, 0166-0029. Mr. Zeunik stated that the COPS Special Revenue Fund was established to recognize for the receipt and expenditure of the COPS in School Grant from the U. S. Department of Justice. This demonstration grant was awarded to the Sheriff's Department in Fiscal Year 2000. As a Special Revenue Fund, the COPS in School Grant Fund must be balanced within the Fund. The revenue line item accounts for the COPS in School Grant in the amount of \$40,000.00. The COPS in School Grant pays for the FICA\Social Security expense and a portion of the IMRF Retirement expense for the officer assigned to the Tri-Valley School District.

Mr. Emmett noted an increase in fringe benefits. Mr. Zeunik detailed that employee medical insurance increased to \$2,300.00. The Sheriff's Department IMRF increased from 13% to 20.75%.

Motion by Renner/Johnson to tentatively approve and recommend the Fiscal Year 2002 Recommended Budget for the COPS in School Fund, 0166-0029. Motion carried.

Sheriff Owens commended Chief Deputy Derick Love on his outstanding work with the preparation and documentation of this budget for the Sheriff's Department.

Mr. Zeunik addressed the Fiscal Year 2002 Recommended Budget for the Coroner's Office, 0001-0031. Mr. Zeunik stated that the total Recommended Budget for the Fiscal

Year 2002 is \$354,847.00, representing a decrease of 0.78% over Fiscal Year 2001 Adopted Budget. Mr. Zeunik explained that the Morgue Fees revenue line item has decreased from \$24,000.00 in the Fiscal Year 2001 Adopted Budget to \$7,300.00 in the Fiscal Year 2002 Recommended Budget. The decrease is based on the opening of new facilities in Champaign County and Vermillion County. These facilities will reduce the

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number of out of County cases being transported to McLean County. The Fiscal Year 2002 Morgue Fees are based on 50 out of County cases at \$200.00 per case, less the fee paid to Facilities Management for morgue clean up after each case.

Mr. Zeunik noted that the Fiscal Year 2002 Recommended Budget includes the reduction from 6.43 FTE's in the Fiscal Year 2001 Adopted Budget to 5.76 FTE's in the Fiscal Year 2002 Recommended. The Fiscal Year 2002 Recommended Budget includes the Coroner's recommendation to eliminate the Body Removal Team, which is equivalent to 1.04 Full-Time Equivalent positions and consolidates this service under the Deputy Coroner positions. The Deputy Coroner staffing increases from 1.39 FTE's to 1.76 FTE's in the Fiscal Year 2002 Recommended Budget. The net savings equate to \$4,524.00 or 0.67 FTE's in Fiscal Year 2002.

Mr. Zeunik made reviewed the 600 line items. The major increase under the 600 line items is for the Gasoline/Oil/Diesel line item. The increase was based on the increase in the price of gasoline. Based on the price per gallon, the average miles driven in one year, and the number of vehicles assigned to the Coroner's Office, the line item has increased by 7%. This line item increase also reflects the purchase of a vehicle in Fiscal Year 2001. Under Contractual Items, Investigation Expense increased from \$3,500.00 to \$4,500.00 in the Fiscal Year 2002 Recommended Budget. This increase is attributable to the increase in the fees charged by the X-Ray Technicians.

Ms. Beth Kimmerling, County Coroner, explained that the change of the staffing of the removal van team was something she was considering for the Fiscal Year 2003 budget. The primary Deputy on call will have the removal van. Since removal usually requires two people, a back-up deputy would also be on call. Compensation to these employees is such that the primary Deputy would receive pay for 2 hours and the back-up Deputy would receive 1 hour pay for " being on calls."

Motion by Johnson/Renner to tentatively approve and recommend the Fiscal Year 2002 Recommended Budget for the Coroner's Office, 0001-0031. Motion carried.

Mr. Zeunik addressed the Fiscal Year 2002 Recommended Budget for the Emergency Services Disaster Agency (ESDA), 0001-0047. The total Recommended Budget for Fiscal Year 2002 is \$145,207.00, representing an increase of 2.20% over Fiscal Year 2001 Adopted Budget. Mr. Zeunik noted that there are no changes in the FTE Staffing level in

the Recommended Budget. The Fringe Benefit line item reflects the increase from \$2,100.00 per FTE to \$ 2,300.00per FTE. The increase in the 600 lines totals \$15.00. Mr. Zeunik noted that in the Capital Outaly, Purchase of Radio Equipment accounts for funding of 8 new pagers at a cost of \$340.00 to \$350.00 each.

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Motion by Emmett/Kinzinger to tentatively approve and recommend the Fiscal Year 2002 Recommended Budget for the Emergency Services Disaster Agency (ESDA), 0001-0047. Motion carried.

Chairman Sommer commended Mr. Zeunik and Mr. Lindberg on the professional manner that the requests from the Department Heads and Elected Officials were handled and presented. The expediency of the process is very much appreciated by the members of the Committees.

Mr. Zeunik reminded the Committee that the next Budget Meeting is scheduled for October 22, 2001.

There being nothing further to come before the Committee at this time, Chairman Sommer adjourned the meeting at 6:17 p.m.

Respectfully submitted,

Carmen I. Zielinski
Recording Secretary