

JUSTICE COMMITTEE MEETING
August 22, 2013
3:00 P.M.

MEMBERS PRESENT

Chair Greg Mattingley
Jay Dunn
Gary Minich
David Drobisch
David Williams
Merv Jacobs

MEMBERS ABSENT

Jon Baxter
Bill Oliver

COUNTY PERSONNEL PRESENT

Jay Scott, State's Attorney
Mike Baggett, State's Attorney's Office
Judge A. G. Webber
Amy Stockwell, Auditor
Jerry Lord, DPBC
Sheri Oleson, HR Specialist
Jim Root, EMA
Lois Durbin, Circuit Clerk
Rodney Forbes, Public Defender
Sheriff Schneider
Lori Long, Probation
Tony Brown, Sheriff's Dept
Mary Eaton, Recorder
Jeannie Durham, County Board Office

This meeting was called to order by Chair Greg Mattingley at the Macon County Office Building.

APPROVAL OF MINUTES OF PRIOR MEETING

Motion to approve the minutes of prior meeting (June 27, 2013) made by David Williams, seconded by Gary Minich, and motion carried 6 -0.

CLAIMS

Motion to approve the claims made by David Drobisch, seconded by Merv Jacobs, motion carried 6-0.

REPORTS

Circuit Clerk

Lois Durbin reported that the new enhancement of the jury system has been started and it is going well.

Circuit Court

Judge Webber seconded the comments of the Clerk about the jury system.

Coroner

No report

Court Services / Probation

Macon County Board Resolution Approving Increase in Appropriations in the Probation Department FY2013 Budget for Mental Health Court

Lori Long reported that the resolution being presented regarding the Mental Health Court's sustainability plan. Three years ago the County established a Mental Health Court with the States Attorney stewarding a federal grant which is coming to a close at the end of September. The County was charged with coming up with a sustainability plan because we were in agreement that it was a very good program that we wanted to continue. A collaborative effort between the Court, Mental Health Board, State's Attorney's Office, Public Defender, and Probation came up with the plan outlined in the resolution being presented today. A considerable amount of discussion and planning with the Auditor's Office and Mental Health Board took place. We are looking to amend the current fiscal year probation budget to record the modified revenue and expenditures associated with the Mental Health Court. This has been through a variety of reviews and everybody is on the same page and we understand that it is a good solid plan.

Greg Mattingley made a motion to pass the resolution on to the Finance Committee, seconded by David Drobisch and motion carried 6-0.

EMA

Jim Root had no report.

Public Building Commission

Jerry Lord had no report.

Public Defender

Rodney Forbes had no report other than the report usually filed.

Sheriff

Macon County Board Resolution Approving Inmate Telephone Services

Sheriff Schneider reported that this has been an ongoing agreement for many years and has been established through the Macon County Jail. This agreement compensates the county for allowing the inmates to utilize the telephone system. There are a couple of ways they compensate. One is by giving them X amount of dollars for the use of the phones. In addition to that there is a 5% increase for the debit cards that are being sold which increases the volume of service. They also have a signing bonus that has been in place for some time. That signing bonus for this contract is \$30,000. In addition to that, they are willing to do things for public safety. The last time they did something for public safety was a traffic survey type of instrument that was able to do speed surveys. This time they requested to know what they could do for public safety. We are about 15 to 16 years in in reference to our service weapons so I said it would be a large chunk of money that the county would have to spend and if they were willing to go ahead and do something for public safety, they could do something toward the purchase of these types of weapons and it would be greatly beneficial to the county and the officers. The amount they have appropriated in reference to this contract for that is \$20,000. The trend and some of the pushes through the FCC in regards to inmate purchasing of minutes is where it is normally 50 cents a minute, the FCC is trying to get a regulation that gets it down to 25 cents a minute. We may see diminishes in reference to returns in the future. As for this contract with Consolidated, I ask it be approved.

David Drobisch made a motion to approve sending the resolution on to the Finance Committee with the recommendation for approval, seconded by Jay Dunn and motion carried 6-0.

Macon County Board Resolution Setting the Salary for the Office of Sheriff of Macon County 2014 – 2018

Jay Dunn presented the resolution explaining that he had proposed a resolution at the last Finance meeting and it failed 4 -3 with Tim Dudley, Keith Ashby and Jay Dunn in favor. After talking with members, he determined that they felt the increase was too high. That resolution was different from this resolution being presented tonight. It had an 11% increase followed by 3%, 3%, 3%. One of the other members of the Finance Committee said that the layout here of 7%, 7%, 3%, 3% would be acceptable. After thinking about it, with two more of these elected official increases coming up with the Treasurer and County Clerk, maybe it is best to take them through the oversight committee to start. Backup material shows that there are about 8 Lieutenants and 1 Sergeant that make quite a bit more than the Sheriff. Also the Sheriff salaries in Champaign, McLean, Sangamon, Tazwell, Peoria, Vermillion and DeKalb counties show that our sheriff is substantially lower than other counties. This will not take effect until December 1, 2014.

David Williams made a motion to approve sending the resolution on to the Finance Committee with the recommendation for approval, seconded by David Drobisch and motion carried 6-0.

State's Attorney

Jay Scott had no report.

CITIZEN REMARKS – PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

Budget Proposals

Circuit Clerk

Lois Durbin reported that for the most part, the budget remains the same as last year. The exceptions are salaries. In the General Fund, the 4D grant from the State of Illinois was renewed, but when they had an audit by the federal government, it was reduced from \$58,952 to \$39,572. We were not the only county that got reduced. That is line 4350. Dave Drobisch asked if she was still getting paid on time. Lois said no. It takes a couple of months. They normally get it at the beginning of the fiscal year. This year, it is on a per case activity. If we handle a case for a Petition to modify child support or to terminate, we get \$36 per case we handle. They've got forms that we have to send in by the 15th of every month showing all the files we have touched. Before, we were allowed to use this money for salaries, but we no longer can do that. It has to be per case. They had no idea how many cases we have, so by doing this report every month, in a year from now, it is possible that it will go back up. David Williams asked about line 7110, maintenance of equipment has nothing in it. Lois said she hasn't had anything there for quite some time and that

she has been using her other funds for that. Jay Dunn asked what the increase in line 5455 was. The Restricted Cash had some salaries coming out of that and now the balance is down about \$90,000. That fund is strictly from the \$36 annual fee received for the child support cases. Right now we are collecting about \$50,000 to \$60,000 yearly. It has leveled off from a couple of years ago when we were collecting \$150,000. I also moved a salary from document storage to the automation because the fund balance in document storage has also gone down quite a bit. Melanie Milliman's salary also comes out of there. I tried to juggle salaries into funds where I still had balances and the rest went into the general fund. This includes a per contract union raise along with a couple of supervisors that are retiring so the staff that were promoted were given a raise. That is part of the \$118,000 that it went up too. Greg Mattingley asked, once the fund balances go back up that the salaries were being paid out of, if they would be switched back. Lois said yes.

David Williams made a motion to approve sending the proposed budget on to the Finance Committee Budget Hearing, seconded by David Drobisch, motion carried 5-1 with Jay Dunn voting nay.

Lois went on to explain that the automation fund shows the increase of the salary that was put back in there. Everything else remained the same. On the document storage, which is one of the funds that has gotten low, it shows a decrease in salaries to be put elsewhere. Everything else remained the same. The same is true with the restricted cash. Salaries have been taken out and moved to some of the other funds and to the general fund. Everything else remained the same.

Jay Dunn asked about 050 and what the extra help is there for. Lois said that is actually supervisor pay. She said that needs to be changed. Jay asked if the fund 050 is increasing \$162,000. Lois said, no, \$118,000 which consists of 34 employees, the raises of \$620 per contract plus some longevity pay, 2 part timers and 4 supervisors. Jay pointed out that revenue minus expenses says \$162,000. He asked Amy to check on it because the numbers seem to be different. He went on to point out that 050 was increasing \$66,986. Lois said yes, that is for Melanie's and her supervisors. Jay asked if document storage was going down \$70,000. Lois said yes, because the fund balance has gone down. Jay asked how much was in the fund balance. Lois said the document storage fund balance as of July 31 was \$138,805.74. Jay stated that the Finance Committee has pretty much taken the automation funds down in the County Clerk's Office, Treasurer's Office and Recorder's Office. Lois said she has a plan for the document storage. There are 165 copy paper boxes in her office ready to be shipped out to be microfilmed. That is what will be paid for out of this fund and that will take it down quite a bit. Same with the Automation Fund. Jay asked about the restricted cash. Lois said that is down to \$55,000 as of July 31. Jay asked about 053. Lois said that is clerk op and the balance is at \$92,000. Lois said she uses that for supplies. Amy stated that she would have updated fund balances for all the funds in the normal format showing where they ended up last year and what they're budgeted to end up this year for Monday's Budget Hearing.

Coroner

Amy Stockwell presented for the Coroner. There are only 2 changes on the Coroner's budget. His salary, because he is in the group that has already been approved, is the authorized increase for the Coroner. He is taking a corresponding reduction in autopsies.

In the past few years, autopsies have been running between 30 and 34 a year. We are at 16 this year. Like other medical costs, the cost per autopsy has increased. The current arrangement where we are using McLean County as the actual hands on autopsy is working extremely well and Mr. Day is extremely happy with the service and everything they are doing for us.

Jay Dunn made a motion to send the proposed budget on to the Finance Committee Budget Hearing, seconded by Gary Minich, motion carried 6-0.

Circuit Court

Judge Webber said that compared to FY13, the overall combined Circuit Court library budget is up \$1,700. The reason is that I am asking for a total of \$16,000 increase in juvenile appeals and transcripts. These are the termination of parental rights cases, which is an unfunded mandate that the State Statute says the parent shall have a right to appeal and the County shall pay for it. So far, this year through the end of July, we have spent about \$35,300. These are lines 7205 and 7390. I have been working with Mr. Forbes to assure that there are no unnecessary appeals. The salary line is down by \$16,899. We are down one clerk. When Judge White was assigned to the Appellate Court, she took her clerk with her. If we get a replacement for Judge White, I will probably be asking for some additional appropriation to pay for the clerk, but whether that will be this FY or next is unknown. We are asking for a 2.1% increase for the remaining clerks which is the rate of inflation. A quarterly report has been included. Each quarter, the Circuit Court takes in and disposes of around 8,000 cases. For the year so far, we have disposed of 139 more cases than we've opened. I have asked for an additional \$1,000 stipend for my clerk who doubles as my administrative assistant. Every other county of our size have either full or part time court administrators. We have not had such a person for some time and so the Judge and his clerk perform those duties. You would not believe the phone calls and problems she has to deal with. \$1,000 is quite modest for that. Jay Dunn asked about the Law Library and said he noticed that the fringes there were dropping quite a bit- in fact, they've been done away with. Amy stated that fringes do need to be accounted for. Judge Webber said he only has one person on that budget. Jay asked about line 9045. Judge Webber said that line is down by about \$7,000 because of the new contract. This line is actual for actual paper books. Because of the new contract, a lot of those subscriptions have been terminated and they are now included with the electronic research. Electronic research is up slightly at just over 1%, but there is a drop in print subscriptions. Jay said that even with putting the fringes back in, the budget is still less than last year which is the same as with your main budget, so great job.

Jay Dunn made a motion to send the proposed budget on to the Finance Committee Budget Hearing, seconded by Gary Minich, motion carried 6-0.

Before going on to Probation, Jay Dunn had a question for Amy about the revisions that were handed out 8/21 versus the handouts that were put on the table dated 8/6 and asked which was correct. On the 8/6 version revenues minus expenses is \$874,267 and on the 8/21 revision it is \$867,267 for about \$7,000 difference. Jay asked Lori which one she was going with and what the bottom line of revenue minus expense was. Lori said \$874,267 was the correct one.

Court Services / Probation

Lori Long began with the Juvenile Redeploy Illinois Grant, line 4330, which is in its 9th year and still going extremely strong. We were awarded exactly the same amount as for this year, \$321,650 with the same service providers and services. It is broken out differently due to the differences in FYs.

The DUI grant which is part of the hybrid court that was established last year through IDOT funding. We got a \$2,000 increase from last year. The reason it is not broken down is because until the contract is received from the state, it is unknown what it can be spent on.

The Second Chance Juvenile Re-entry Grant ended earlier this year and we did not reapply because the contract for the juvenile detention bedspace ended with Sangamon County and Peoria County, we discovered, is just too far away to be able to run the program like it needs to be run.

The Adult Drug Court Demonstration Grant which is in the 3rd year of a 3 year grant. The numbers are for what is left for the 3rd year. We have applied for a 2 year Drug Court Enhancement Grant that would run from the end of this grant in Sept through Sept, 2015. We are still waiting to see if we will receive funding. Greg Mattingley asked about whether we are looking at sustainability if we receive this grant. Lori said yes, that conversation has been started.

The Probation budget, line 3884, which is reimbursement from Probation, has a marked increase in the amount of probation fees that we are planning to bring to the table. The final decision lies with Judge Webber & Judge Flannel. I have preliminary approval. Line 4317 is the Mental Health Grant, which is not to be confused with the Adult Mental Court, but is for juvenile mental health services for sex offenders. The Mental Health Board gives us a grant every year and that helps offset the expenses for psychological evaluations that are court ordered on these juvenile sex offenders. It also helps offset a lot of the costs for outpatient treatment. We have that commitment again for next year.

The next three lines represent the reimbursement we get from the state and we will not know what we will be awarded until probably Oct. I normally figure in the same amount as the previous year and then report to you as soon as I know whether it is up or down.

Line 4900 has a drop because the State Attorney Generals Office has ceased giving us reimbursement for adult sex offender psychological evaluations.

Jay stated that it looks like the revenue minus expenses is the same as last year which is what the chairman of the Finance Committee asked you to do.

Jay Dunn made a motion to send the proposed budget on to the Finance Committee Budget Hearing, seconded by David Drobisch, motion carried 6-0.

Lori distributed information and explained that the Juvenile Detention average daily population changes constantly and is unpredictable. We were rolling along pretty well this year with the exception of March and May. We had a balloon group of co-defendants come through at the same time. As they work their way through the system, we have no control over it. In comparison, this

month, we have had less than 5 kids and today we have 2 in detention. It is very difficult to predict. Jay asked if everything was still working out with the new contract. Lori said yes, absolutely.

Public Defender

Rodney Forbes presented his budget line by line. It does not include a lot of grants or other funds that need to be divided out.

The revenue from the Mental Health Board, line 4317, that is received is a cap on revenue in the amount of \$10,600 last year. We are asking for the same next year. That is money used for fitness evaluations if somebody cannot understand the nature of the proceedings against them or assist in their own defense, then we need to have an evaluation done to determine whether they are fit to stand trial.

Line 4334 remains the same. That is a state salary reimbursement for Rodney's salary. They are required to pay 2/3 of the salary. That salary has not changed and will not change next year either.

The Defense Services Grant is something we got years ago and is no longer available.

Line 4594, Behavior Health Court Fee, was addressed in the resolution presented earlier and is now going to be administered by the 708 Mental Health Board. It will no longer be revenue in the Public Defender's budget.

Line 4900, misc, was allocated at \$10,000 for FY2013 because we started the ARI probation program. We thought we would hire an independent public defender to represent those clients and pay that person \$10,000. That is a grant administered by the States Attorney. We had it listed as \$10,000 revenue and offset it with \$10,000 expense. Instead, we are just billing the States Attorney's Office for that amount. So, we are not including that \$10,000 revenue in 2014.

Expense line 5001 is for Rodney Forbes salary. It is required that Rodney be paid 90% of the States Attorney's salary. He is not asking for an increase.

Line 5050, assistant public defender, is the salary line for all the other attorneys working in the office and a 3% increase in salaries is being requested. That explains the increase of \$17,535.

Line 5350 is the investigator line. There is one investigator who serves all of the subpoenas, interviews all witnesses, gets audio and video recorded statements from witnesses. A 3% increase is being requested here also.

Line 5400, support staff, which includes 2 very hard workers also reflects a request for a 3% increase in their salaries.

Line 6010, hospitalization, remains the same.

Line 7115, had allocated \$1,750 for telephone expense for FY13. It was noticed that a lot more than anticipated had been spent here. It has been increased and the reason is that we were being

billed for the number of lines that were installed when the office was created as a full time office. We actually have more lines than that now and we were not being charged for them in the past. This is just catching up and this is more of a true and accurate reflection of what our telephone bill should be. It may be a little lower as this calculation was done prior to having all the information available. Currently, we are spending about \$200/ month. There is another 3 months to go. We would be at another \$600. It is unsure if there will be any increases in the cost of services.

No travel. Postage remains the same at \$1,500. EDP is being increased slightly because of the change in the software package for the court system's data processing.

No training. Contractuals, Line 7200, is being reduced by \$8,200 in part because we are not spending the \$10,000 for the ARI attorney. The total amount being spent on line 7200 is \$71,800 goes to pay two contract attorneys making \$30,900 each. The additional \$10,000 is for the Westlaw Contract which is the legal research engine which expires in December, 2013. It was a 3 year contract. The new contract looks like it will be at a 5% increase.

Transcripts were budgeted at \$6,500 for FY13 and has been brought down \$500 in an attempt to make up for some of the extra expense in telephone. We have consistently stayed under the amount allocated, but all we need is one case to put it at or over. In order to get a transcript, it is \$3 per page. Transcripts from a trial that lasts a couple of days could be costly.

The investigations line includes gas, an investigative programming tool that allows them to look up phone numbers and addresses and other expenses that may be incurred by the Investigator.

Line 7300, Mental Exams and Court costs, remains the same.

\$1,500 is witness expense that is traditionally not used very often. This is for out of state witnesses that may have to be issued a subpoena, for obtaining medical records, or for an interpreter, etc...

Publications has been upped because the cost for publications keeps going up. Right now they are short 2 of the big, main books that contain the laws. The assistants all have one, but Rodney does not at the moment. Next year, these will be bought from Nexus rather than Westlaw to help keep the costs down. This is also for other helpful books the office may need.

Line 8020, the supplies, has been allocated @ \$5,000. They got a new copier that is being rented. This year's bill has not yet been received. It should be about \$1,300. The rest will go for supplies, paper, etc... Equipment stays at \$5,000 also.

David Williams made a motion to send the proposed budget on to the Finance Committee Budget Hearing, seconded by Gary Minich, motion carried 5-1 with Jay Dunn voting nay.

Emergency Management Agency

Jim Root explained that the only changes to revenue are in line 4330 grant line which has been down \$780. The other one, line 4351, is FEMA Hazard Mitigation Plan grant which will be completed and closed out by the end of the year.

The only changes to salaries are the contractual obligations for wages. Everything else is the same. The assistant coordinator money has been moved down to the part time help as there is not an assistant coordinator and a part time person is used for this function.

No wage increases for the Administrative Assistant position as that contract is currently being negotiated.

Hospitalization and fringes show a \$28 change.

In the 7000 lines, the only change is the other expenses which is the line for the Hazard Mitigation plan and the \$780 for the change in the amount of the grant that will be received next year for the Nuclear Safety Program.

All the 8000 lines remain the same and there are no capital expense items.

Jay Dunn made a motion to send the proposed budget on to the Finance Committee Budget Hearing, seconded by David Drobisch, motion carried 6-0.

Sheriff Department

Sheriff Schneider explained that on the 001-060 account, the only increase in the revenue line appears in the misc and is an increase up to \$200,000 which is \$25,000 more. They are showing it at about 79% into it this year.

For payroll lines, any contractual obligations show increases in reference to that , but no increases are shown in reference to a projected increase for anything with bargaining contracts. Those are only step increases that increases are seen in. This takes care of the Sheriff's salary, chief deputies salaries are no longer in there, MIS officer, Records Clerk Coordinator, the Captain – that position has been done away with, Lieutenant, Sergeant, Deputy, Process Server, Confidential Secretary, Records Clerks – no increase here as they are going up for a contract and there are no steps involving that bargaining unit, Accounting Clerk, Court Room Appearance, Clothing allowance which deals with the detectives and plain clothes operations.

Still on the 060 account on the 7000 expenditure lines which include radio fees, telephone, travel, advertising, postage, training, copy machine, MIS contract, merit commission, investigation and youth advocate. Of those, there is an increase in one line that has been overspent which is for fingerprinting, etc... We've seen a little bit of an increase in that so I've increased the budget by \$500 in that area.

In the 8000 lines we have the same amount as we had in FY13 and includes everything in reference to the 060 account revenue versus expenditures

The 061 account is primarily the jail or Corrections Division. The revenue lines are the same with the exception of the Federal Prisoners which has been increased to \$750,000. Currently it is \$671,000. We initially started out lower at the beginning of the year. We've seen an increase in the amount of federal detainees. I have actually under projected in reference to that line because it

could cycle and go back down. We are getting paid from the federal government in reference to that line and we are pretty well up to date.

The 5000 accounts are in reference to the jail on the 061 account. We show all the standard increases that are contractual obligations. In addition, the confidential secretary is not a part of the bargaining unit and a slight increase of approximately 3% is shown there. Jail overtime has been increased by \$5,000 because that line was overspent this year. Federal prisoner transport line has been increased also. If we have to call someone in, they get reimbursed at the federal rate. If we have the amount of people available on staff to take them, we go ahead and do the transport, get reimbursed by the federal government and then the money stays with the general account as it comes back.

Maintenance of equipment, telephone, travel, training, copy machine lines show no big or any increases.

The 8000 lines show the same type of appropriations that we had for FY13.

We show the same projections in reference to the 4000 accounts as we show in the funding source that comes under the safety tax or what we call the 02-LEST-60 account. There is one decrease in appropriations in the deputy buyout. We had a deputy buyout in reference to the account that was up to \$70,000. We had a person leave that the Sheriff felt was going to have more money taken out and the possibility of a 2nd person who will fall into FY14. Therefore, there is a slight reduction in reference to that projection.

The 7000 accounts show a slight increase in the 7110 account which shows at \$3,500. That account has been overspent by \$756. Therefore the projection is for \$500 more.

An increase of \$10,000 in reference to line 7340 which has seen some increases in some of the medical services. Hopefully, we won't spend as much, but obviously with the percentage that has been used so far, the \$10,000 increase in the projection is justified.

No other big or any increases except line 9041, computer technology, which shows a \$20,000 increase. We've seen the Mobile Data Computers and the requirements of maintaining them for the cars, we've seen an increase in the amount of use and I will definitely spend the entire and possibly additional out of that line this year.

That concludes everything in reference to the 060 under the 002.

The 002-070, Court Security shows fees coming from the Circuit Clerk showing \$140,000. This is the same as last year from the Building Commission. This is for the officer that is assigned at the 141 S. Main St. building and is for a portion of that for one officer.

Court Security Inspectors shows a slight increase in reference to \$430,644. That is in reference to the officers that are working in Court Security. There is also a slight increase in the extra help line. I'm trying to utilize part time staff for some of the screening that are armed, but we reduce the amount of money being used for inspectors. All the rest of the lines are all the same.

Non Appropriated funds has nothing that stands out that would need to be gone over.

The Sheriff's grant fund of interest is the lower one. This is the Local Law Enforcement Block Grant. This grant is received through the City of Decatur. It has diminished over time. The actual amount that I will receive is \$11,521.

Line 9400, the Liquor Sting Grant, is pretty well fixed that we know we will be getting each year.

The Sheriff Jail Drug Account, 093-056, has the same appropriations.

The IDOT traffic safety grant has been eliminated. We no longer get any type of reimbursement. There will be no officer fully assigned to those services, but we will try to supplement and utilize it when necessary.

The Prisoner Transport Grant is no longer in service, but money is still left in the line that may be expended.

The Alien Assistance Grant / Social Security DOJ Grant is money that has been coming in and we utilize it for different jail supplies or supplies lines to be able to defer away from the actual general fund so we can use a special fund. We did this a couple of years back and this will be utilized for different types of supplies.

The Millikin Hire Back is actually the hire back that was utilized by reimbursement through Millikin University and they have not used that grant in the last couple of years. We still have some money left as an expenditure in case we have to use that for other purposes.

The Community Grant Unrestricted, 093-065, deals with Marshall Service reimbursement or any type of funds that come in from the public. Appropriations are the same as they have been for the last year or two.

The Gun Range Project is what was appropriated. That will fall into an additional resolution that will be coming very soon.

David Drobisch made a motion to send the proposed budget on to the Finance Committee Budget Hearing, seconded by Merv Jacobs, motion carried 5-1 with Jay Dunn voting nay.

States Attorney

Mike Baggett started with the revenue line 4317 in the 090 fund. The 708 Deferred Prosecution income is slightly more than was allocated last year. That is not necessarily a final number at this time as we have not received final notification from the 708 Board regarding what their allocation will be this year.

Line 4330, State Salary Reimbursement, will have no change from last year at \$138,583. That is set by Statute and State Policy. We have no control over how much that will be. Jay Dunn said that in FY12, we received \$144,677. Mike said that the budget called for last year called for \$138,533. He said he and Amy are not 100% certain who to contact at the state to determine who

is going to send that reimbursement. The \$144,677 is based on what they have paid in the past. Jay said we've had trouble before with them paying it, so he would appreciate it if Mike would check into it so if they owe us money, let's get it.

Line 4331, Appellate Prosecutor Drug, is a final number. They decreased the amount of their grant toward funding a portion of the Drug Prosecutor salary by \$11,800.

Line 4332, The AG Victim Witness, is a final number with an increase of \$1,750 over last year.

The Victim Impact Panel and the Fees from Collections are estimated numbers based on incorporating all of the fees collected. The numbers are based on what was actually received in those funds for the past years from FY07 thru FY12.

All total revenue is about \$50,000 less than what was brought in last year.

The 5000 series of numbers in the expenditures are all salaries out of the main budget for the States Attorneys General Fund budget. There are no requested increases from last year beginning with the State's Attorney which will stay static. That is one that is constitutionally forbidden from being lowered during a term of office. There is no choice but to either leave it the same or increase it. Leaving it the same is what is being requested. The same is true with the salaries of the Assistant States Attorneys and on down through all of the associated staff out of the main budget as we are not asking for any increases across the board in salaries. Hospitalization shows an increase of \$7,962 due to one person that had to be moved out of one of the grant budgets into the main budget.

The 7000 series expenses, materials and supplies, shows that of the \$22,000 budgeted last year is on pace of spending exactly that much money, so we carried that over. That seems to be about the right number to fill out the telephone budget. The travel line had \$1,000 budgeted last year. We actually spent almost \$2,100 the year before that. There is a need for more money in travel, but between travel & training which is the vast majority of what travel is spent on in the States Attorney's Office because the only time the assistants travel is for the purpose of obtaining legal education or prosecutor training specifically. We think that \$1,000 again will probably be sufficient if we combine it with the training line in order to accommodate all the expenses incurred for training. Training has been decreased by \$430 based on what has been spent so far this year. We've not spent much out of that line probably due to an abundance of caution in an attempt to not exceed what has been allocated. We exceeded the travel line within 30 days of the beginning of the fiscal year. Together, knowing that the money is there and available will make opportunities for prosecutor training as they become available. Postage is on pace based on last year's number so it has been left the same. Contractual was not budgeted anything last year and we have not spent anything. We will keep that at zero.

The Law Library budget for the States Attorney's Office was budgeted last year at \$9,000. Late last year, the office switched from Westlaw to Lexus resulting in payments going down on a monthly basis from \$1,500 to \$800. Westlaw treats the larger facilities and offices a little differently and because we have so many attorneys that utilize it, our fees were going to go up pretty dramatically. The decision was made as an office, to go with Lexus and we have acclimated to it. The number you see here is an increase over last year's allocation but it accommodates down

to the penny what we are contractually obligated to pay Lexus along with the estimated cost based on our number of attorneys for all hard cover books that we purchase. We shortchanged some of our attorneys on the Criminal Law Books this year. We hope to get everyone up to date next year. That increase amount is calculated carefully to accomplish all we need to buy out of that budget.

The copy machine had \$6,500 budgeted last year, but we spent \$12,500 the year before. As of the halfway mark of this year, we had already spent 95% of that budget. It was simply under budgeted this year. There is an increase, up to \$12,370, which will more accurately account for the amount that is expended on copy services.

The Appellate services has been a \$27,000 per year expense. Beginning in 2012, the cost lowered to \$20,000 so in believing that it will be at \$20,000 again this year, we decreased the request by \$7000.

The investigations budget in FY12 had \$8,000 spent. FY13 allocations were at \$5,000 and at the halfway mark, 85% of that budget has been spent, so we are requesting a \$1,260 increase for a total of \$6,260. Discussions with Amy after realizing that a lot more than 50% spent through the halfway point, we would like to spend some of the money from the equipment line on the investigator's car maintenance, gas cost, etc... which has previously come out of the investigations line. We may also possibly add an 8000 series line at some point for car maintenance.

The Mental Exams and Court Costs, last year were allocated \$2500 and as of the halfway mark this year, \$840 has been spent. No money is being requested in FY14 as the costs should be covered out of the line 7360 for Court Costs and Appeals which has quite a bit of money that has been allocated to it in the past, but which we are not on pace to spend all of.

Line 7355, Sexually Dangerous & Sexually Violent Expert Exams, has not had allocations in the past and will be left at zero. The same with line 7375.

The 7000 series shows a decrease in requests for appropriations of \$889.

Between this supplies line, the automation fund, and some of the grant funds, we believe the \$2,000 allocated last year will again be sufficient. No change is being requested. In years past, over \$8,000 has been spent.

No allocation is being requested in line 8200 because anything that needs to be purchased out of this budget can be taken out of a different line.

The equipment line request is \$19,600. That would accommodate some car maintenance as well as computer system updates. There are many support staff and attorneys in the office who are working on computers that have been on their last legs for some time. We've been updating as we can over the last 3 to 4 years, but are reaching the point where some of the machines are not going to last much longer.

All total, even with the revenue dipping, we are asking for approximately \$23,000 less than last year for appropriations. Jay Dunn said it looks like it is \$23,000 more. Mike said in looking at the

expenditure for FY13 which was \$1.836 and now they are asking for \$1.810. Jay agreed that the expenses are less. Amy said that they are asking for more general revenue because your revenue is going down. The expenses are also going down, but the need for general revenue is going up. It's a negative of a negative so it is a positive.

The Child Support 4D Budget which is a grant from the Attorney General's Office is a final number and it has been worked on a lot. They have awarded \$295,500 which is about \$9,500 less than last year. We have accommodated that by decreasing the amount of money spent on Assistant State's Attorneys. We are increasing the amount spent on support staff, but that is to bring it in line with what is currently being spent on support staff. All total, on this grant coming in, we are within \$600 of spending every dime of that grant.

Judgment Fund revenue line 4110 shows \$475,000 which is based on consultation with Amy. Last year, the amount decided for the current taxes line was \$325,000. We are in a cycle of building up the fund balance and as a result, Amy suggested increasing the appropriation there by \$150,000 with the fore knowledge that that is negotiable. The interest on the checking is difficult to predict. The FY13 amount appropriated and the averages in years past were used to calculate the \$3,000 figure. No increases are being requested for salaries for the support staff and Assistant State's Attorneys. The fringes show a decrease. Contractual fees, based on what has been spent so far this year and what is anticipated, \$125,000 seems more realistic. These fees can cover a great deal. Arbitration has been zero and remains at zero. Special Prosecutor, in normal cases is not used in lieu of the use of services of the Appellate Prosecutor's Office, but there are some instances where local counsel are requested to be appointed by the Court and not by the State's Attorney, but in the event that local counsel is appointed as a Special Prosecutor in a case, that money would be pulled from this fund. In the past, we have spent very little, but we never know when there will be a need for a Special Prosecutor. Lowering that from \$10,000 last year to \$7,500 for next year would be sufficient to cover the cost and it would enable both the State's Attorney a budget for it and the Courts to be able to utilize that service if it becomes necessary. Line 8275, the actual Judgment Fund, allows for an event where a judgment is entered against the County, this would be the first place, after the insurance, where the money would come from. In the event that the judgment exceeds the amount in the fund, it would be something the Board would have to consider at that time as far as how to deal with it. The number cannot be predicted very easily. It may be well in excess of what is necessary if we are lucky, but it also may be much less than what is needed if the worst happened.

The State's Attorney's Drug Fund and the Federal Drug Forfeiture Fund which are non-appropriated funds. These are included as a benchmark to show the committee where these funds sit as far as these current balances.

The State's Attorney's Automation Fund is a fund which the State's Attorney has not had for that long and there is not a great deal of history as to how much money will be collected through fees to go into that fund. The \$7,000 from last year was a bit of a guess and it will again be a bit of a guess, but we cannot accurately predict how much money will be accumulated in these funds based on what is paid because funds are not paid into these funds on a consistent basis. They are cyclical based on what the Circuit Clerk can actually recoup from defendants from their fines and fees. At

this point this year, we've spent only \$583 of the \$7,000 that was budgeted. We are asking again for the \$7,000 and zero out. \$7,000 in and \$7,000 out.

Child Advocacy Department, 050, you will see that there are increases as far as appropriations coming in. These are from various fees that come in through court cases as well as some grants. The line 3801 is a transfer from the General Fund. Line 4210 is an increase of \$10,000 revenue over last year. Line 4220 remains the same. The Mental Health Revenue is zeroed out as they will not be receiving it in FY14. The 4240 would be a decrease from last year of \$1,000. The 4512 are the fees from the Circuit Clerk's Office which are being estimated at about \$40,000 less than last year. Jay Dunn asked why. Jay Scott explained that they had not been able to meet with Jean yet, but he said there was a miscalculation on the amount of the fees on the different cases those could be imposed on and it was over projected in the past. This is a more accurate estimate to what they are going to be receiving. Lois said that the Circuit Clerks were reading the Statute one way and were taking it that over the counter traffic tickets and then in re-reading it and looking at the Statute again and realizing that the administrative office read it that they cannot take the over the counter tickets. Line 4520, the Piatt County fees, is being predicted to have an increase in revenue of about \$1,500. Salaries are remaining the same for the Director, the Administrative Assistant, and the Family Case Coordinator. There is no payment to an Assistant States Attorney out of this budget. Hospitalization and fringes are looking at an overall decrease of \$2,100. The materials and supplies lines show the telephone, postage, utilities and travel staying the same. There is a \$1,700 decrease in conference training. The lease and maintenance on their building are being estimated at \$1,800 less than last year. They are down \$250 on printing materials with reference materials remaining the same. They were budgeted \$500 for contractual expenses and they estimate they will not need it next year. Client assistance has not been used for some time. Liability Insurance is \$1 less. This is an overall decrease in the 7000 series of \$4,300. They are also requesting less money in the consumables and less in equipment.

The Hidden Victims Grant has is pass through money awarded from the Attorney General's Office. It does not fund anything in the State's Attorney's Office. It is allocated to give money to victims of crimes in events where they may need funds and we are allocating to spend all of it.

Child Advocacy Department, 059, it is estimated the same amount of money coming in from the Violence Prevention Authorization from the State and a little more from fines and fees. That is an estimation. Salary lines are the same as last year. The fringes have gone up from switching between accounts. Expenses are either the same or slightly less than last year except for the building lease which will cost about \$1,000 more. They are asking for \$4,690 out of this budget to help pay for the building lease. Printing and consumables are slightly up.

The computer tracking grant is finished.

The Teen Court Grant is funded, in part, by the redeploy grant from the state as well as by Circuit Clerk fees and the Truancy Court Grant where we are projecting that we will be bringing in quite a bit less than projected for last year. The Teen Court Grant has a \$179,000 balance that is too high. Part of the goal this year is to diminish that fund balance to bring it more in line. The amount being requested to be appropriated in salaries is being decreased by just under \$22,000 and

fringes by about \$14,000 across the board. All total, this puts the Teen Court in the range of spending about \$59,000 out of their fund balance.

The DUI Grant has been cut by about 48%. One of the results of that is that we are not able to fund the number of positions that were previously paid for out of this grant, so it is one attorney less. This is money in and money out and it does not allow for any increase in salary for the year for the remaining one support staff and one attorney. Jay Scott said that one attorney resigned and he will not be replaced.

The Victim Witness grant is no longer in effect.

Mental Health Behavioral Health Grant that is being transferred over to the 708 Board and will not be allocated through the State's Attorney's budget.

The Violence Against Womens Act has also been discontinued by the Federal Government and will not be a part of the FY14 budget.

The Adult Redeploy Illinois budget is also a state grant. It is \$318,911 and has been approved. Every dime will be spent.

David Drobisch made a motion to send the proposed budget on to the Finance Committee Budget Hearing, seconded by Merv Jacobs, motion carried 5-1 with Jay Dunn voting nay.

Jay Dunn commented that he voted no on four of the budgets because they did not meet the standards set by the Chairman of Finance. However, in the State's Attorney's two general fund budgets, one was down and one was up with the increase total not being very much. It's pretty close to being balanced. The Sheriff is pretty close to the same way. I think he may be a little conservative on his estimate on revenue which could probably take care of that difference. The Public Defender had an increase in his wages. I think maybe the Finance Committee wasn't quite clear on communicating to the department heads and officials because we did not want to see any increases. I didn't say anything about the Circuit Court because theirs was so low. I'd like to settle all the contracts at that. Rodney had 3% in there and I think there is a question on his revenue line as far as the loss of Mental Health revenue which hopefully, we can work out before the final budget. Circuit Clerk's budget was quite a bit up. In fact, so far, most have been very close to meeting the Chairman of Finance's wishes, but this one is pretty high. I think there is money there in several fund balances that we could look at. That is why I voted no. I think everybody has done a pretty good job on them though.

CLOSED SESSION

None

NEXT MEETING

September 26, 2013

ADJOURNMENT

Motion to adjourn made by David Williams, seconded by Gary Minich, motion carried 6-0, and meeting adjourned at 5:25 p.m.

Minutes submitted by Jeannie Durham
Macon County Board Office