

WILL COUNTY BOARD
JUDICIAL COMMITTEE MEETING
MINUTES

September 7, 2010

8:30 a.m.

302 North Chicago Street
County Board Committee Room
Joliet, Illinois 60432

CALL TO ORDER

Mrs. Dralle called the meeting to order at 8:35 a.m.

ROLL CALL

Present were Members: Anderson, McPhillips and Dralle.

Absent were Members: Kusta, Deutsche L. Smith and Stewart.

NO QUORUM

Also Present: Chief of Staff Bruce Friefeld; Deputy Chief of Staff Melissa Johannsen

Present from State's Attorney's Office: Mary Tatroe

PLEDGE OF ALLEGIANCE

Assistant State's Attorney Mary Tatroe led the committee in the pledge of allegiance.

APPROVAL OF MINUTES

Minutes were not approved due to lack of quorum.

OLD BUSINESS

1. Administrative Adjudication

a. RFP for Adjudication Management Software

Mrs. Dralle advised that there has been a work group that has been meeting regarding the administration adjudication process so we can iron out some of the details prior to coming to committee. On August 27, 2010, issues were raised regarding a new law that has been passed. The State's Attorney's office will be working with Sgt. Contro to get back to this committee with some interpretation on the new statute. The State's Attorney's office will also be reviewing the ordinances and present those that need to be changed.

Mrs. Dralle inquired if the RFP and the RFQ would require an official motion to move it forward.

Mr. Friefeld replied no, that you are just releasing the RFP and RFQ and would be bringing it back to the County Board anyway.

ASA Tatroe agreed.

Mrs. Dralle stated that regarding the RFP for the software, on page 1, we should include the Health Department and Animal Control departments within the introduction paragraph so that anyone bidding on this realizes it is a pretty encompassing process that we are looking at and not just one department.

b. RFQ for Adjudication Hearing Officer

Mrs. Dralle stated regarding the hearing officer, there are some items that are blank which would need to be filled in prior to this being released. For example, on Page 4, the population number would need to be completed. Also, on Page 4 in Paragraph 3 of the same page, Section 2, the date the County passed the ordinance would need to be removed. These ordinances are not going to be passed in time.

Mrs. Dralle advised that under the Scope of Services, we would need to correct the time when we would be having adjudication hearings.

Mr. Friefeld recommended deleting the date and times at this time. They could be clarified after a selection has been made.

Mrs. Dralle advised that under the new law we are required to do some training with the hearing officer and the departments that are involved. Hopefully, within this RFQ we can indicate that we want the hearing officer to include other departments with his training.

Mrs. Dralle stated that under evaluation criteria, page 6, it has critical factors in evaluating the RFQ responses and inquired if we could include that the applicant's expertise in the hearing process would lend itself to working with the other departments as we establish this program.

Mr. Friefeld stated that under the qualifications we should state that the hearing officer be compliant with attorney hearing officer experience. We would add hearing officer experience is preferred so it could at least be taken into account.

Mr. Anderson suggested someone with experience with reading statutes and ordinances, etc.

Mr. Friefeld stated under Submittal Requirements and the minimum qualifications, all we are saying is that the applicant must be in good standing with the Illinois Supreme Court Attorney Registration and Disciplinary Commission and must be an attorney that has been licensed to practice in Illinois for at least three years. Since we have it under Evaluation Criteria, we should have experience preferred.

After additional discussion ASA Tatroe advised that we would add that we want a minimum level of experience as a hearing officer and working with ordinances.

ASA Tatroe and Mr. Friefeld will work to have this amended to get this out as soon as possible.

Ms. McPhillips inquired regarding the software if we were looking for canned program or customized.

Mrs. Dralle explained that there are entities that have software for administration hearing processes. However, we want to see who responds.

Ms. McPhillips inquired if this would include maintenance.

Mrs. Dralle replied this would be part of the discussion.

2. Other Old Business

Integrated Justice Update

Mr. Palmer provided an update on the integrated justice system advising that they have released the RFQ and conducted interviews. Mr. Palmer distributed information regarding the selection of the preferred vendor which is URL Integration.

Mr. Palmer explained that funding would be coming from the \$100,000.00 COPS award. The balance of the cost would be coming from the court's automation funds. Our intent is to separate the project into two phases so that the \$100,000.00 that the board and executive are part of is separate. Then the board has some separation from the part that is not being funded by the county board.

Mrs. Dralle stated that setting up this integrated justice group is important, there is discussion, dialogue, sharing of information and that we better integrate our technology within the criminal justice system than we have done in the past. She hoped that whatever monies come out of the automation funds will benefit the Circuit Clerk in the long run.

NEW BUSINESS

ANNOUNCEMENTS BY THE CHAIRMAN

EXECUTIVE SESSION

ADJOURNMENT

The meeting ended at 8:50 a.m.