

News from the Administrative Services Division: Fact Sheet

Last update: December 2015

The Administrative Services Division provides leadership and support in the areas of human and financial management to promote the responsible use of resources. The division often serves as a liaison with other Lake County offices and state agencies. Division responsibilities include budgeting, purchasing, human resources, grant administration, training coordination and risk management. More about the individual functions of the division may be found [here](#).

Budget and Finance

The total Lake County budget for FY2015 was just over \$502 million. About 24% of the County's budget supported law and judicial activities in several County departments and agencies. The Court's portion of the County budget was spread across seven funds and totaled \$24,881,756.

The largest expenditure category for the Nineteenth Judicial Circuit, as for most other agencies in the public and private sector, was personnel. Personal services, including salaries and wages, comprised 58% of the budget, while contractual benefits including health/life/dental insurance and retirement made up 23% of the court's overall budget.

The FY2015 budget differed very little from the FY14 budget. Staff in all County departments received a modest wage increase. Approval was given to hire an additional Juvenile Counselor due to the legislation mandating that 17 year-olds charged with a felony be processed through the Juvenile system that went into effect January 1, 2014. Several additional positions had been approved in FY14 due to this legislation also.

The FY2015 Corporate Capital Improvement Program (CCIP), which is in a different county budget, included \$84,000 to upgrade courtroom technology.

Grant Administration

The Nineteenth Judicial Circuit will continue to work with A Safe Place to strengthen and enhance services at the Family Visitation Center of Lake County even though grant funding from the *Office of Violence Against Women* ran out in FY2015. The Courts will fund a reduced program from the Neutral Site Custody Exchange Fee. An application for continuation funding in FY2015 was unsuccessful but the Courts will apply again in early 2016.

A grant from the Bureau of Justice Assistance for \$189,693, which began in FY2012, will continue but with a programming change. The Courts will use the grant monies to pay for psychiatric services for Adult Probation clients. This will help clients with mental health conditions obtain assessments for medication and treatment. Previously, the funding allowed the Court to hire a clinical psychologist to complete psychological evaluations for the Therapeutic and Intensive Monitoring (TIM) Court clients. Through an internal restructuring, the Courts were able to have this position made a permanently funded position.

The Juvenile Pre-employment program ended June 30, 2015 when the grant was not renewed by the State of Illinois. The funding supported a part-time coordinator and internships for youth at various government

offices, businesses and social service agencies. Employment and job search skills will continue to be taught but there will be no employment opportunities for the juveniles.

The Illinois Department of Human Services awarded the Nineteenth Judicial Circuit a \$230,012 grant for the period July 1, 2015 through June 30, 2016. The grant continues funding residential treatment for high risk offenders and intensive case management services for Therapeutic and Intensive Monitoring (TIM) Court clients.

The Illinois Department of Human Services again awarded the Nineteenth Judicial Circuit a \$45,000 grant to contract with mediators for five hours a week to aid in the resolution of visitation and custody-related disputes in an effort to increase the collection of child support payments from non-custodial parents.

Human Resources

The Annual Employee Awards Ceremony was held in early 2015 to honor employees for their contributions during 2014. The following staff members were recognized.

Environmental Sustainability Award: The gardeners at the Hulse Detention Center

Bonds Officer of the Year: Jeff Martin, Adult Probation

Finn/Anderson Exceptional Employee of the Year: Gina Zastany, Juvenile Detention and Probation Services

Leadership and Excellence Award: Sue Korpai, Juvenile Detention

Employee of the Year: Deborah Cohen-Rojas, Judicial Operations

Hiring slowed down in 2015 as the court welcomed 19 new employees; down from 27 in 2014. Fewer employees' retired and only one new position was created at the juvenile facility.

In other employee news, approximately 25 employees applied for and were awarded career path promotions. The County completed a compensation study which reviewed the salary, benefits and promotional opportunities of all employees.

Training Administration

The Nineteenth Judicial Circuit's staff recorded 5,957 hours of training in 2015.