

Finance, Revenue and Insurance Committee
Tentative Minutes
August 13, 2019

1. Call Meeting to Order: Chairman Sparrow called the meeting to order at 5:00 p.m. Present: Gouker, Nordman, Smith, Typer, Whalen and Youman. Others: Treasurer Linda Beck, Janes, Corbitt, Director of Court Services Cindy Bergstrom and Focus House Director Brenda Mason. Absent: County Clerk & Recorder Laura Cook.
2. Approval of Minutes: July 9, 2019 – Motion by Nordman to approve the minutes as presented, 2nd by Youman. Motion carried.
3. Public Comment: None
4. Approval of Bills
 - ◆ County Clerk: \$5,909.62. Motion by Nordman, 2nd by Smith. Motion carried.
 - ◆ Treasurer: \$679.20. Motion by Smith, 2nd by Nordman. Motion carried.
 - ◆ Finance: \$3,189.83. Motion by Smith, 2nd by Whalen. Motion carried.
 - ◆ Department Claims: None
5. Insurance
 - ◆ Health Insurance and Aggregate report: .69 loss ratio.
 - ◆ Property & Casualty – CIRMA: None
 - ◆ Insurance Program Review & Discussion: None
6. Department Reports: Treasurer Beck reminded everyone that the second property tax installment is due September 6th.
7. Budget Review: Sparrow went through the budget report; discussion was held.
8. Old Business: None
9. New Business
 - ◆ Probation Dept. – Part-time Position: Sparrow stated Personnel Committee approved the position. Bergstrom is seeking a part-time male drug-testing technician; they previously had a part-time position that did these duties as well as other duties for Focus House. With the separation of Focus House and Probation, that position went to Focus House and left a void. Probation currently has 9 female and 2 male Probation officers. Bergstrom would like to hire a part-time person that has medical or law enforcement background. Bergstrom suggested 15-25 hours a week. Discussion was held regarding the budget; Typer would like to wait and see what next year's budget is looking like before filling it. Bergstrom stated the position is already in the budget. Discussion was held regarding hours and IMRF limitations. Motion by Youman to approve the position, 2nd by Nordman. Smith would like her to wait another month; Bergstrom stated she is willing to wait. Gouker stated the posting and interview process

might take that long anyway. Typer would like to see what the upcoming budget looks like. Motion carried.

- ◆ Assessment Office – Part-time Position: Sparrow is waiting for a recommendation from Supervisor of Assessment, Planning & Zoning Committee.
- ◆ Vehicle Purchase – Focus House: Sparrow stated under the Miller House discussion, Mason informed them that she needed a new van. Sparrow stated there is money in the fund if the Committee chooses to approve it. Sparrow stated the money from the sale of the Annex should be used for the Miller House project, which could be used for the vehicle as well. Mason stated she found 3-5 year old vehicles with 20,000 – 40,000 miles on them for \$15-20,000. For a newer vehicle, they are \$20-25,000. Smith asked how many miles are put on it yearly; approximately 20,000 miles. Typer asked how many vehicles do they have; County owns 1 van and 1 truck, the school owns 2 vans. Smith suggested that she speaks with Sheriff VanVickle regarding his options for purchasing vehicles. Mason stated she would be happy to speak with him. Motion by Smith to approve the purchase of a new van not to exceed \$26,000 authorized from the Revolving Vehicle Fund, 2nd by Nordman. Motion carried.
- ◆ Discussion on IT (Fiber & time clock) / Maintenance (Miller House & Judicial Center AC) Invoices: Callant stated that 3 months ago they came to the Committee looking for funding for the time clock replacement that is used by Sheriff and Highway departments. It can no longer be upgraded and work properly with New World. Callant stated New World has a time clock system with a cost of \$65,000. Callant stated himself and Treasurer Beck were instructed to go back and seek a better price. Callant stated they came back with a price of \$40,000. Callant stated that quote includes a big amount of training that may not be needed. Beck stated the departments used Kronos, which dumped into New World, and over the years, it hasn't been working properly. Callant stated in the future, Focus House could use it as well. Typer asked if it would be all the departments, Beck stated it would be set up for Sheriff/Highway departments first. It does cost more when expanding. Typer asked what the cost of Kronos is; upgrade would be \$65,000 and an annual fee of \$7,500. Callant stated the New World annual fee is \$4,200. Typer asked if all Department Heads are on board, yes. Discussion was held regarding the number of users and 2020 budget. Gouker asked if it could be split between the FY2019 & FY2020 budgets. Typer stated both Dept. Heads have money in their budgets to pay for the new system instead of paying to Kronos. Callant stated he did include this money in his proposed budget. Callant stated Kronos comes out of his budget. They will discuss more at tomorrow's meeting.

Callant briefly went over the fiber project costs. Whalen stated the fiber is deteriorating and causes issues on a weekly basis. Sparrow stated most of the money lays in the Long Range fund and it is starting to have its hardship. Sparrow stated the priority needs to be compared to the budget crisis. Callant stated he has been pushing this fiber project off for 3 years now.

- ◆ Hiring Freeze Position Review – New Requests: None

10. Other Business: None

11. Closed Session: None

12. Adjournment: Motion by Whalen to adjourn, 2nd by Gouker. Motion carried.
Time: 6:05 p.m.

Respectfully submitted,
Tiffany O'Brien



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August 02, 2019
9:52

Aggregate Loss Fund Summary for OGLE COUNTY (OGLE) Incurred 08/01/2017 to 07/31/2019 Paid 08/01/2018 to 07/31/2019

*** S U M M A R Y ***
341 NATIONWIDE (THRU ACCURISK)
24/12

Policy period 08/01/2018
07/31/2019
Attachment point \$3,753,778.00
Claim types MED DRU

Aggregate period	Monthly Aggregate	Claims inside of Aggregate	Claims outside of Aggregate	Other claims Aggregate	Specific Amount	Net claims subject to Aggregate	YTD Aggregate	YTD claims subject to Aggregate	YTD Summary	Loss Ratio
Aug-18	\$308,980.94	\$128,406.60	\$0.00	\$0.00	\$0.00	\$128,406.60	\$308,980.94	\$128,406.60	\$180,574.34	0.42
Sep-18	\$307,502.83	\$117,468.65	\$0.00	\$0.00	\$0.00	\$117,468.65	\$616,483.77	\$245,875.25	\$370,608.52	0.40
Oct-18	\$305,747.47	\$235,265.66	\$0.00	\$0.00	\$0.00	\$235,265.66	\$922,231.24	\$481,140.91	\$441,090.33	0.52
Nov-18	\$303,391.68	\$192,193.61	\$0.00	\$0.00	\$0.00	\$192,193.61	\$1,225,622.92	\$673,334.52	\$552,288.40	0.55
Dec-18	\$301,035.89	\$253,757.74	\$0.00	\$0.00	\$8,514.05	\$245,243.69	\$1,526,638.81	\$918,578.21	\$608,080.60	0.60
Jan-19	\$303,391.68	\$199,271.85	\$0.00	\$0.00	\$28,739.83	\$170,532.02	\$1,830,050.49	\$1,089,110.23	\$740,940.26	0.60
Feb-19	\$304,269.36	\$196,799.34	\$0.00	\$0.00	\$19,615.49	\$177,183.85	\$2,134,319.85	\$1,266,294.08	\$868,025.77	0.59
Mar-19	\$303,668.93	\$209,643.04	\$0.00	\$0.00	\$1,548.87	\$208,094.17	\$2,437,988.78	\$1,474,388.25	\$963,600.53	0.60
Apr-19	\$299,234.60	\$113,222.10	\$0.00	\$0.00	\$283.34	\$112,938.76	\$2,737,223.38	\$1,587,327.01	\$1,149,896.37	0.58
May-19	\$299,234.60	\$286,273.23	\$0.00	\$0.00	\$1,130.00	\$285,143.23	\$3,036,457.98	\$1,872,470.24	\$1,163,987.74	0.62
Jun-19	\$295,400.70	\$360,694.34	\$0.00	\$10,275.81	\$39,407.32	\$311,011.21	\$3,331,858.68	\$2,183,481.45	\$1,148,377.23	0.66
Jul-19	\$292,767.66	\$647,004.49	\$0.00	\$48,043.33	\$276,892.13	\$322,069.03	\$3,624,626.34	\$2,505,550.48	\$1,119,075.86	0.69
	\$3,624,626.34	\$2,940,000.65	\$0.00	\$58,319.14	\$376,131.03	\$2,505,550.48				



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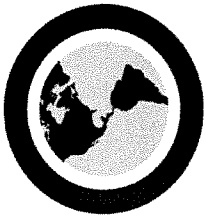
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Aggregate Loss Fund Summary for OGLE COUNTY (OGLE) Incurred 08/01/2017 to 07/31/2019 Paid 08/01/2018 to 07/31/2019

August 2018				September 2018				October 2018				November 2018			
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD
"MED 10 EMPLOYEE ONLY"	89	\$877.68	\$78,113.52	"Medical"	\$86,818.40	\$86,818.40	"Medical"	\$59,821.35	\$146,639.75	"Medical"	\$210,315.16	\$356,954.91	"Medical"	\$138,563.17	\$495,518.08
"MED 20 EMPLOYEE & SPOUSE"	30	\$2,355.79	\$70,673.70	"Dental"	\$14,885.45	\$14,885.45	"Dental"	\$16,082.58	\$30,968.03	"Dental"	\$11,304.69	\$42,272.72	"Dental"	\$13,356.29	\$55,629.01
"MED 30 EMP & CHILD(REN)"	21	\$2,355.79	\$49,471.59	"Drugs"	\$41,843.77	\$41,843.77	"Drugs"	\$57,647.30	\$99,491.07	"Drugs"	\$24,881.68	\$124,372.75	"Drugs"	\$53,660.44	\$178,033.19
"MED 40 EMPLOYEE & FAMILY"	47	\$2,355.79	\$110,722.13		\$143,547.62	\$143,547.62		\$133,551.23	\$277,098.85		\$246,501.53	\$523,600.38		\$205,579.90	\$729,180.28
	187		\$308,980.94												
September 2018				October 2018				November 2018							
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD
"MED 10 EMPLOYEE ONLY"	90	\$877.68	\$78,991.20	"Medical"	\$59,821.35	\$146,639.75	"Medical"	\$210,315.16	\$356,954.91	"Medical"	\$138,563.17	\$495,518.08	"Medical"	\$13,356.29	\$55,629.01
"MED 20 EMPLOYEE & SPOUSE"	29	\$2,355.79	\$68,317.91	"Dental"	\$16,082.58	\$30,968.03	"Dental"	\$11,304.69	\$42,272.72	"Dental"	\$11,304.69	\$42,272.72	"Dental"	\$13,356.29	\$55,629.01
"MED 30 EMP & CHILD(REN)"	22	\$2,355.79	\$51,827.38	"Drugs"	\$57,647.30	\$99,491.07	"Drugs"	\$57,647.30	\$99,491.07	"Drugs"	\$24,881.68	\$124,372.75	"Drugs"	\$53,660.44	\$178,033.19
"MED 40 EMPLOYEE & FAMILY"	46	\$2,355.79	\$108,366.34		\$133,551.23	\$277,098.85		\$133,551.23	\$277,098.85		\$246,501.53	\$523,600.38		\$205,579.90	\$729,180.28
	187		\$307,502.83												
October 2018				November 2018											
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD
"MED 10 EMPLOYEE ONLY"	88	\$877.68	\$77,235.84	"Medical"	\$210,315.16	\$356,954.91	"Medical"	\$138,563.17	\$495,518.08	"Medical"	\$138,563.17	\$495,518.08	"Medical"	\$13,356.29	\$55,629.01
"MED 20 EMPLOYEE & SPOUSE"	29	\$2,355.79	\$68,317.91	"Dental"	\$11,304.69	\$42,272.72	"Dental"	\$11,304.69	\$42,272.72	"Dental"	\$11,304.69	\$42,272.72	"Dental"	\$13,356.29	\$55,629.01
"MED 30 EMP & CHILD(REN)"	22	\$2,355.79	\$51,827.38	"Drugs"	\$24,881.68	\$124,372.75	"Drugs"	\$24,881.68	\$124,372.75	"Drugs"	\$24,881.68	\$124,372.75	"Drugs"	\$53,660.44	\$178,033.19
"MED 40 EMPLOYEE & FAMILY"	46	\$2,355.79	\$108,366.34		\$246,501.53	\$523,600.38		\$246,501.53	\$523,600.38		\$246,501.53	\$523,600.38		\$205,579.90	\$729,180.28
	185		\$305,747.47												
November 2018															
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD
"MED 10 EMPLOYEE ONLY"	88	\$877.68	\$77,235.84	"Medical"	\$138,563.17	\$495,518.08	"Medical"	\$138,563.17	\$495,518.08	"Medical"	\$138,563.17	\$495,518.08	"Medical"	\$13,356.29	\$55,629.01
"MED 20 EMPLOYEE & SPOUSE"	29	\$2,355.79	\$68,317.91	"Dental"	\$13,356.29	\$55,629.01	"Dental"	\$13,356.29	\$55,629.01	"Dental"	\$13,356.29	\$55,629.01	"Dental"	\$13,356.29	\$55,629.01
"MED 30 EMP & CHILD(REN)"	22	\$2,355.79	\$51,827.38	"Drugs"	\$53,660.44	\$178,033.19	"Drugs"	\$53,660.44	\$178,033.19	"Drugs"	\$53,660.44	\$178,033.19	"Drugs"	\$53,660.44	\$178,033.19
"MED 40 EMPLOYEE & FAMILY"	45	\$2,355.79	\$106,010.55		\$205,579.90	\$729,180.28		\$205,579.90	\$729,180.28		\$205,579.90	\$729,180.28		\$205,579.90	\$729,180.28
	184		\$303,391.68												

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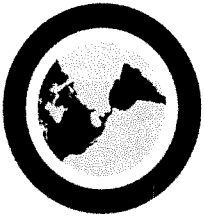
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Aggregate Loss Fund Summary for OGLE COUNTY (OGLE) Incurred 08/01/2017 to 07/31/2019 Paid 08/01/2018 to 07/31/2019

December 2018				January 2019				February 2019				March 2019			
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD
"MED 10 EMPLOYEE ONLY"	88	\$877.68	\$77,235.84	"Medical"	\$193,982.54	\$689,500.62	"Medical"	\$177,255.03	\$866,755.65	"Medical"	\$143,378.90	\$1,010,134.55	"Medical"	\$138,209.09	\$1,148,343.64
"MED 20 EMPLOYEE & SPOUSE"	28	\$2,355.79	\$65,962.12	"Dental"	\$10,736.09	\$66,365.10	"Dental"	\$12,726.90	\$79,092.00	"Dental"	\$17,905.12	\$96,997.12	"Dental"	\$19,283.78	\$116,280.90
"MED 30 EMP & CHILD(REN)"	22	\$2,355.79	\$51,827.38	"Drugs"	\$58,996.19	\$237,029.38	"Drugs"	\$22,016.82	\$259,046.20	"Drugs"	\$53,594.21	\$312,640.41	"Drugs"	\$71,433.95	\$384,074.36
"MED 40 EMPLOYEE & FAMILY"	45	\$2,355.79	\$106,010.55		\$263,714.82	\$992,895.10		\$211,998.75	\$1,204,893.85		\$214,878.23	\$1,419,772.08		\$228,926.82	\$1,648,698.90
	183		\$301,035.89												
January 2019				February 2019				March 2019							
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD
"MED 10 EMPLOYEE ONLY"	88	\$877.68	\$77,235.84	"Medical"	\$177,255.03	\$866,755.65	"Medical"	\$143,378.90	\$1,010,134.55	"Medical"	\$138,209.09	\$1,148,343.64	"Medical"	\$138,209.09	\$1,148,343.64
"MED 20 EMPLOYEE & SPOUSE"	27	\$2,355.79	\$63,606.33	"Dental"	\$12,726.90	\$79,092.00	"Dental"	\$17,905.12	\$96,997.12	"Dental"	\$19,283.78	\$116,280.90	"Dental"	\$19,283.78	\$116,280.90
"MED 30 EMP & CHILD(REN)"	21	\$2,355.79	\$49,471.59	"Drugs"	\$22,016.82	\$259,046.20	"Drugs"	\$22,016.82	\$259,046.20	"Drugs"	\$53,594.21	\$312,640.41	"Drugs"	\$71,433.95	\$384,074.36
"MED 40 EMPLOYEE & FAMILY"	48	\$2,355.79	\$113,077.92		\$211,998.75	\$1,204,893.85		\$214,878.23	\$1,419,772.08		\$228,926.82	\$1,648,698.90		\$228,926.82	\$1,648,698.90
	184		\$303,391.68												
February 2019				March 2019											
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD
"MED 10 EMPLOYEE ONLY"	89	\$877.68	\$78,113.52	"Medical"	\$143,378.90	\$1,010,134.55	"Medical"	\$143,378.90	\$1,010,134.55	"Medical"	\$138,209.09	\$1,148,343.64	"Medical"	\$138,209.09	\$1,148,343.64
"MED 20 EMPLOYEE & SPOUSE"	27	\$2,355.79	\$63,606.33	"Dental"	\$17,905.12	\$96,997.12	"Dental"	\$17,905.12	\$96,997.12	"Dental"	\$19,283.78	\$116,280.90	"Dental"	\$19,283.78	\$116,280.90
"MED 30 EMP & CHILD(REN)"	21	\$2,355.79	\$49,471.59	"Drugs"	\$53,594.21	\$312,640.41	"Drugs"	\$53,594.21	\$312,640.41	"Drugs"	\$71,433.95	\$384,074.36	"Drugs"	\$71,433.95	\$384,074.36
"MED 40 EMPLOYEE & FAMILY"	48	\$2,355.79	\$113,077.92		\$214,878.23	\$1,419,772.08		\$228,926.82	\$1,648,698.90		\$228,926.82	\$1,648,698.90		\$228,926.82	\$1,648,698.90
	185		\$304,269.36												
March 2019															
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD	Claim type	Paid	YTD
"MED 10 EMPLOYEE ONLY"	91	\$877.68	\$79,868.88	"Medical"	\$138,209.09	\$1,148,343.64	"Medical"	\$138,209.09	\$1,148,343.64	"Medical"	\$138,209.09	\$1,148,343.64	"Medical"	\$138,209.09	\$1,148,343.64
"MED 20 EMPLOYEE & SPOUSE"	27	\$2,355.79	\$63,606.33	"Dental"	\$19,283.78	\$116,280.90	"Dental"	\$19,283.78	\$116,280.90	"Dental"	\$19,283.78	\$116,280.90	"Dental"	\$19,283.78	\$116,280.90
"MED 30 EMP & CHILD(REN)"	20	\$2,355.79	\$47,115.80	"Drugs"	\$71,433.95	\$384,074.36	"Drugs"	\$71,433.95	\$384,074.36	"Drugs"	\$71,433.95	\$384,074.36	"Drugs"	\$71,433.95	\$384,074.36
"MED 40 EMPLOYEE & FAMILY"	48	\$2,355.79	\$113,077.92		\$228,926.82	\$1,648,698.90		\$228,926.82	\$1,648,698.90		\$228,926.82	\$1,648,698.90		\$228,926.82	\$1,648,698.90
	186		\$303,668.93												

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April 2019				April 2019		YTD	
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	
"MED 10 EMPLOYEE ONLY"	94	\$877.68	\$82,501.92	"Medical"	\$78,382.08	\$1,226,725.72	
"MED 20 EMPLOYEE & SPOUSE"	27	\$2,355.79	\$63,606.33	"Dental"	\$11,547.60	\$127,828.50	
"MED 40 EMPLOYEE & FAMILY"	47	\$2,355.79	\$110,722.13	"Drugs"	\$34,840.02	\$418,914.38	
"MED 30 EMP & CHILD(REN)"	18	\$2,355.79	\$42,404.22		\$124,769.70	\$1,773,468.60	
	186		\$299,234.60				
May 2019				May 2019		YTD	
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	
"MED 10 EMPLOYEE ONLY"	94	\$877.68	\$82,501.92	"Medical"	\$245,663.37	\$1,472,389.09	
"MED 20 EMPLOYEE & SPOUSE"	27	\$2,355.79	\$63,606.33	"Dental"	\$18,436.25	\$146,264.75	
"MED 40 EMPLOYEE & FAMILY"	47	\$2,355.79	\$110,722.13	"Drugs"	\$40,609.86	\$459,524.24	
"MED 30 EMP & CHILD(REN)"	18	\$2,355.79	\$42,404.22		\$304,709.48	\$2,078,178.08	
	186		\$299,234.60				
June 2019				June 2019		YTD	
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	
"MED 10 EMPLOYEE ONLY"	95	\$877.68	\$83,379.60	"Medical"	\$269,165.42	\$1,741,554.51	
"MED 20 EMPLOYEE & SPOUSE"	27	\$2,355.79	\$63,606.33	"Dental"	\$15,563.49	\$161,828.24	
"MED 40 EMPLOYEE & FAMILY"	46	\$2,355.79	\$108,366.34	"Drugs"	\$91,528.92	\$551,053.16	
"MED 30 EMP & CHILD(REN)"	17	\$2,355.79	\$40,048.43		\$376,257.83	\$2,454,435.91	
	185		\$295,400.70				
July 2019				July 2019		YTD	
Coverage	Employees	Factor	Total	Claim type	Paid	YTD	
"MED 10 EMPLOYEE ONLY"	92	\$877.68	\$80,746.56	"Medical"	\$600,582.60	\$2,342,137.11	
"MED 20 EMPLOYEE & SPOUSE"	27	\$2,355.79	\$63,606.33	"Dental"	\$13,869.35	\$175,697.59	
"MED 40 EMPLOYEE & FAMILY"	46	\$2,355.79	\$108,366.34	"Drugs"	\$46,421.89	\$597,475.05	
"MED 30 EMP & CHILD(REN)"	17	\$2,355.79	\$40,048.43		\$660,873.84	\$3,115,309.75	
	182		\$292,767.66				

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OGLE COUNTY PROBATION DEPARTMENT
FIFTEENTH JUDICIAL CIRCUIT

106 SOUTH FIFTH STREET, SUITE 100, OREGON, ILLINOIS 61061
OREGON OFFICE: (815) 732-1180 ROCHELLE OFFICE: (815) 562-2287
FAX: (815) 732-1281



Request to fill open position in the Probation Department

I am requesting permission to fill the open part-time position.

1. **Part-time position:** Since the separation of the Probation Department and Focus House, the previously occupied part-time position within our office was a position that served both departments. Focus House has recently created a new position that absorbs these duties along with fitting some of their new marketing and community needs. The majority of the original duties involved Focus House and the Foundation so this made sense, however this left an open part-time position within our office.

After reviewing our needs as, a whole, I would like to restructure this open part-time position and now utilize the position as a part-time male Drug Testing Technician. This request is being presented for the following reasons; Ogle County's Specialty Courts expanding to now include Drug and DUI courts, the number of active Specialty Court participants is growing, the amount of drug and alcohol testing needs are increasing, as well as, the number of pre-trial supervision orders being in place for defendants released from jail prior to their hearings. This is in addition to the volume of drug testing completed within our department for adult and juvenile clients on regular supervision. The added support would be beneficial to community safety, probation services, the probation department and the court system.

Our office conducts "observed" urine drug tests which means having an officer of the same sex witness the urine collection to avoid any issues with tampering or altering of the samples. This form of observed testing is what the court prefers due to more accuracy in results. We currently have 2 male officers able to perform testing on all male clients (adult and juvenile) which is the majority of the testing. We do the best we can with the current number of male staff. Our current male to female staff ratio causes issues with testing being done as often as desired by some of the officers and by the court. This is due to lack of male officers available any given time to observe these tests when they have other obligations or are unavailable. We have taken other measures to be able to test male clients when necessary, however, these are less reliable than observed by the same sex staff. Our staff have done a great job at scheduling tests when male officers will be available to assist and the male officers have been very accommodating to these requests.

On top of drug and alcohol testing duties, these same male officers have additional probation duties to perform in their work day and are often taken away from these

duties to assist testing female officer's male clients. Observing the test is just one step in the collection process. The officer also has to complete chain of custody paperwork, package the samples and document results into our data management system, Tracker. If the defendant/client is positive for any substances, they also sign an acknowledgment form and there is also follow up conversations had with the client. On occasion this process can take several minutes to complete.

There are a significant number of hours spent in a week waiting for clients to be able to produce samples since these tests are requested randomly. The officers are able to multitask through these issues, however, it does reduce the extent of work being completed, when it is constantly interrupted for a client that might be able to use the restroom, then proceeds to not be able to produce a sample. This happens on a consistent basis with specific clients and the majority of the juveniles. Having someone on staff strictly to perform these drug testing duties would free the officers to spend more time on state regulated supervision standards of their cases, complete case plans with their clients, conduct more office appointments, monitor court obligations and work on general caseload duties.

In 2018 as an office, we completed approximately 1712 drug/alcohol tests which breaks down to an average of 7 *drug/alcohol tests* a day. So far in 2019, we have completed approximately 1223 drug/alcohol tests. We would be able to perform more tests, more often and more accurately with the assistance of a drug testing technician. This would not only assist the court with more reliable results, but it would help us do a more efficient job for the clients and the county. If this trend continues, we could potentially be looking at this increasing to an average of 10+ tests per day.

Currently Lee County, DeKalb County, Will County and several other counties throughout the state hire outside staff to handle the drug testing volume for their departments. They have either hired similar part-time staff or contracted with local labs (in more metropolitan areas) to help alleviate this struggle in their offices. I have spoken with members of their offices and this additional testing staff has allowed the officers to better utilize their time with clients working on goals and monitoring court ordered obligations.

This part-time position of \$25,420.00 is part of our General Fund Budget that was presented last week, however, I would request modifying the current job description and the duties. We would be looking for someone with either a medical, law enforcement or court services back ground that is able to have flexible hours. Ideally it would be a floating schedule so we can maintain a "random collection" instead of set hours where the clients would know when their random tests could occur. This schedule would coordinate with our call in color system program and the needs of the department.

OGLE COUNTY PROBATION DEPARTMENT FIFTEENTH JUDICIAL CIRCUIT

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Part-time position: Drug testing technician

Professional Services:

The employee agrees to perform in a professional manner the collection of samples from individuals and test the samples for selected drugs/alcohol and potential sample tampering. The employee is responsible for maintaining chain-of-custody and system integrity.

The duties of the Drug Testing Technician shall include:

- *Accompany clients during collection of urine
- *Select appropriate testing methods; ensures purity of samples
- *View testing process and observes samples
- *Send specimen samples to independent lab for further testing
- *Maintain a log of all samples
- *Operate and administer a Portable Breath Test (PBT)
- *Interpret test results; reports test results to appropriate parties
- *Enter results into database
- *Prepare written reports and records on an ongoing basis
- *Efficiently use inventory to obtain maximum allowable testing from materials
- *Maintain files and records
- *Perform routine cleanup as needed
- *May be called to testify in court
- *Maintain regular attendance and punctuality
- *Adhere to strict confidentiality of services rendered for clients

Compensation

\$17.00 per hour with an average number of hours between 15-20 with a maximum of 29 hours per week on a varying schedule determined by the Ogle County Court Services Department.