

**State's Attorney – Court Services – Focus House Committee  
Tentative Minutes  
December 11, 2018**

1. Call Meeting to Order: Chairman Finfrock called the meeting to order at 4:02 p.m. Present: Oltmanns, Sulser and Whalen. Others: Director of Court Services Cindy Bergstrom, Focus House Director Brenda Mason, County Clerk Laura Cook, Nordman, Kenney, Typer, Heuer and Corbitt. Absent: State's Attorney Eric Morrow and Droege.
2. Approval of Minutes – November 13, 2018: Motion by Sulser to approve the minutes as presented, 2<sup>nd</sup> by Whalen. Motion carried.
3. Public Comment: None
4. Monthly Invoices
  - State's Attorney: Motion by Whalen to approve the bills totaling \$20,554.69, 2<sup>nd</sup> by Oltmanns. Motion carried.
  - Probation: None
  - Focus House: Motion by Whalen to approve the bills totaling \$6,687.54, 2<sup>nd</sup> by Oltmanns. Sulser questioned the late fees paid; Mason stated it occurs every month due to the timing of meeting and due date. Finfrock asked if it could be changed; Mason stated they have asked but will reach out to the vendors again. Cook suggested paying the bills under Department Claims to keep from incurring the late fees. Motion carried.
5. Department Reports
  - State's Attorney: None
  - Probation
    - Budget Update: Bergstrom stated there is no one currently in detention.
    - Office Reorganization: They still have 2 open positions; 6-month window with State to fill in order to receive reimbursements. Interviews are schedule for next week and hopefully have them filled in January.
    - Risk Assessment Training Update: The State has implemented a new tool, all have been trained and it will need to be incorporated into their computer management system.
  - Focus House
    - Budget Update: Mason stated it is good; however, she failed to include the Tracker software maintenance cost in the budget. Treasurer Beck suggested that she take it out from the Computer Hardware/Software line. Cook suggested that Mason brings this to the Finance Committee's attention.
    - Status of Strategic Plan: None
    - Marketing & Public Relations: Mason stated they are trying to rebrand; they are a true continuum of care from suspension to residential care. They still continue to market for out-of-county placement; December is usually a slow month.

- Discussion of PT Personnel Update: Mason stated her numbers remain the same.

Typer stated he received the Focus House letter regarding their restructure and programs; it was well done.

6. Closed Session: None

7. Open Session – ZBA 1<sup>st</sup> Alternate: Finfrock stated they will not go into closed session. Finfrock reached out to Reibel for his opinion; Reibel informed him that the applicant is currently the 2<sup>nd</sup> Alternate for ZBA approved of the appointment and doing a great job. Finfrock mentioned that he has recently seen Reed in action at a ZBA meeting and did speak with him. Motion by Oltmanns to recommend James Reed for the ZBA 1<sup>st</sup> Alternate vacancy, 2<sup>nd</sup> by Whalen. Motion carried.

8. New Business: None

9. Old Business – Reduction of the Number of County Board Members Update: County Clerk Cook stated she has done some research; the Chairman would need to appointment a Committee to review the reapportionment. Cook stated the reapportionment has to do with remapping of the precincts, which takes place every 10 years after the census. In 2010, they did not receive the information until March 2011 and was voted on by the County Board in June. Cook stated there is no use for discussion until the census information is available. Heuer stated a reduction in board members is a special item different from redistricting. Cook will reach out to UCCI about a County Board reduction.

10. Adjournment: With no further business, Chairman Finfrock adjourned. Time 4:32 p.m.

Respectfully submitted,  
Tiffany O'Brien