

State's Attorney – Court Services – Focus House Committee
Tentative Minutes
August 13, 2019

1. Call Meeting to Order: Chairman Finfrock called the meeting to order at 3:00 p.m. Present: Corbitt, Fox, Oltmanns and Whalen. Others: Director of Court Services Cindy Bergstrom, Focus House Director Brenda Mason, State's Attorney Eric Morrow, Typer, Kenney and Sulser.
2. Approval of Minutes – July 9, 2019: Motion by Fox to approve the minutes as presented, 2nd by Corbitt. Motion carried.
3. Public Comment: None
4. Monthly Invoices
 - State's Attorney: Motion by Oltmanns to approve the bills totaling \$2,722.11, 2nd by Fox. Motion carried.
 - Probation: Motion by Oltmanns to approve the bills totaling \$3,840.00, 2nd by Whalen. Motion carried.
 - Focus House: Motion by Corbitt to approve the bills totaling \$15,112.88, 2nd by Whalen. Motion carried.
5. Department Reports
 - State's Attorney
 - Budget Update: Morrow stated the budget looks good.
 - Drug Court National Conference: Morrow stated the conference had approximately 5,000 attendees. They put on a well-received hour presentation. They are doing great with their limited resources. They received positive feedback from numerous attendees.
 - Fee Structure: Morrow stated the County Board received a complaint from a detainee regarding the \$24 transportation fee to court that went into effect in May.
 - Other: None
 - Probation
 - Budget Update: Bergstrom stated it looks good.
 - Policies Update: This is an on-going process.
 - Union Negotiations: September 16th is the first meeting.
 - Part-time Drug Testing 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. Discussion was held regarding hours and benefits. Motion by Oltmanns to approve the position, 2nd by Whalen. Motion carried.

- Focus House
 - Budget Update: Mason stated everything looks good; Miller House work is affecting her budget but it will be corrected at the end of the budget year.
 - Miller House Update: They opened on July 29th; 2 kids (Ogle & Whiteside). New referrals continue to come in. Open House will be held August 29th from 3-5p.m.
 - Alternate Program Trailer: Mason stated their contract ends this year and they have renovated the gym rooms to host the program.
 - New Fees to Schools: They have started to charge \$10/day for the Alternative to Suspension program.

- 6. Closed Session – Interviews 5 ILCS120/2(c)(3): Motion by Fox to go into closed session, 2nd by Corbitt. Roll call: Yes – Fox, Corbitt, Oltmanns, Whalen, Finfrock. Motion carried. Time: 3:34 p.m.

- 7. Open Session – Committee came into open session at 3:45 p.m.
 - Motion by Corbitt to recommend Tyler Vankirk for the Lost Nation New Landing RCD Board vacancy, 2nd by Whalen. Motion carried.

- 8. New Business: None

- 9. Old Business: None

- 10. Adjournment: With no further business, Chairman Finfrock adjourned. Time 3:48 p.m.

Respectfully submitted,
Tiffany O'Brien

OGLE COUNTY PROBATION DEPARTMENT
FIFTEENTH JUDICIAL CIRCUIT

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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.

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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.