

MINUTES

**Board of Governors' Meeting
December 13, 2017**

**The Westin Hotel
909 North Michigan Avenue
Chicago, IL 60611**

Chairman Bruscato called the meeting to order at 4:09 P.M. at the Westin Hotel, 909 North Michigan Avenue, Chicago, Illinois 60611.

ROLL CALL

Board Members Present:

Joseph P. Bruscato, Chairman
Justin Hood, Vice-Chairman
John C. Milhiser, Secretary
Tyler R. Edmonds
Kimberly M. Foxx (after Roll Call)
Ben Goetten
John L. McGehee
Joseph H. McMahon
Stewart J. Umholtz

Board Members Absent:

None

Staff:

Patrick J. Delfino, Director
Matthew Jones, Associate Director
Lawrence M. Bauer, Second/Third District Deputy Director
David J. Robinson, Fourth/Fifth District Deputy Director
Gloria Mundy, Chief Fiscal Officer

Chairman Bruscato welcomed all Board Members and Agency personnel to the Board of Governors' Meeting. He then requested Secretary Milhiser to call the roll and noted the presence of a quorum.

Chairman Bruscato stated he would entertain a motion to approve the minutes of the previous Board Meeting of September 27, 2017.

Board Member Goetten made a motion to approve the minutes of the previous Board of Governors' Meeting of September 27, 2017, and Board Member McMahan seconded the motion.

Chairman Bruscato asked for discussion. Hearing none, he called for a vote.

MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 27, 2017 BOARD OF GOVERNORS' MEETING MADE BY BOARD MEMBER GOETTEN AND SECONDED BY BOARD MEMBER McMAHON. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

Chairman's Remarks

Chairman Bruscato said he would be brief in his remarks and again thanked all Board Members and Agency personnel for attending the Board Meeting. He expressed his appreciation to Director Delfino and Agency personnel for continuing to provide outstanding service to Illinois State's Attorneys, particularly with the current fiscal constraints.

Chairman Bruscato gave special thanks to Chief Fiscal Officer Mundy for her efforts in again achieving 100% county contributions. He also thanked Deputy Directors Bauer and Robinson for their professional expertise.

He then concluded his remarks and requested that Director Delfino make his report.

Director's Report

Director Delfino gave a detailed report on the current FY18 budgetary status and current county contributions, and again thanked Chief Fiscal Officer Mundy for her expertise.

He next reviewed all Agency activity reports and expressed his appreciation to the Deputy Directors for their administrative skills. He again stated that all specific information is listed in detail in the Board packet.

Director Delfino then reported on the Agency's two ICJIA grants. He stated that grant specifics are listed in the Board packet.

Director Delfino then asked Associate Director Jones to give a summary of CLE programs. Associate Director Jones presented an overview of the completed programs and upcoming programs. Director Delfino thanked Associate Director Jones and said all program details are in the Board packet.

Director Delfino continued his report and reviewed the Agency's Contractual and Personnel Update as specifically listed in the Board packet.

Chairman Bruscato stated he would entertain a motion to approve the proposed Agency's Contractual and Personnel List as submitted.

Board Member McMahon made the motion to approve the proposed Agency's Contractual and Personnel List as submitted, and Vice-Chairman Hood seconded the motion.

Chairman Bruscato asked for discussion. Hearing none, he called for a vote.

MOTION TO APPROVE THE PROPOSED AGENCY'S CONTRACTUAL AND PERSONNEL LIST AS SUBMITTED MADE BY BOARD MEMBER McMAHON AND SECONDED BY VICE-CHAIRMAN HOOD. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

Chairman Bruscato noted the presence of Board Member Foxx.

Director Delfino next reported that there was no change on the status of the Second District Attorney's EEOC complaint.

He again thanked the Attorney General's Office for assistance in this matter.

Director Delfino next asked Deputy Director Robinson to give a brief status report on the FY18 AFSCME / ILSAAP Collective Bargaining Agreement. Deputy Director Robinson stated that there has been ongoing communication and that there would be meetings scheduled within the next sixty days.

Director Delfino next reported on the status of the proposed Cook County/ILSAAP Memorandum of Understanding Regarding Review of Officer-Involved Death Investigations.

Director Delfino said that both sides were working together on preparing a final draft for Board review in the near future.

Chairman Bruscato said he would entertain a motion to continue discussions between the Cook County State's Attorney's Office and the Illinois State's Attorney's Appellate Prosecutor regarding a Memorandum of Understanding on review of Officer-Involved Death Investigations.

Board Member Foxx made the motion to continue discussions between the Cook County State's Attorney's Office and the Illinois State's Attorney's Appellate Prosecutor regarding a Memorandum of Understanding on review of Officer-Involved Death Investigations. Board Member McMahon seconded the motion.

Chairman Bruscato asked for discussion. Hearing none, he called for a vote.

MOTION TO APPROVE TO CONTINUE DISCUSSIONS BETWEEN THE COOK COUNTY STATE'S ATTORNEY'S OFFICE AND THE ILLINOIS STATE'S ATTORNEY'S APPELLATE PROSECUTOR REGARDING A MEMORANDUM OF UNDERSTANDING ON REVIEW OF OFFICER-INVOLVED DEATH INVESTIGATIONS MADE BY BOARD MEMBER FOXX AND SECONDED BY BOARD MEMBER MCMAHON. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

Director Delfino then gave an overview of the proposed Inventory Policy.

Chairman Bruscato said he would entertain a motion to approve the proposed Inventory Policy.

Secretary Milhiser made a motion to approve the proposed Inventory Policy, and Board Member Edmonds seconded the motion.

Chairman Bruscato asked for a discussion. Hearing none, he called for a vote.

MOTION TO APPROVE THE PROPOSED INVENTORY POLICY MADE BY SECRETARY MILHISER AND SECONDED BY BOARD MEMBER EDMONDS. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

Director Delfino then presented a review of the proposed Procurement Policy Amendment.

Chairman Bruscato said he would entertain a motion to approve the proposed Procurement Policy Amendment.

Board Member McMahon made a motion to approve the proposed Procurement Policy Amendment, and Board Member Umholtz seconded the motion.

Chairman Bruscato asked for a discussion. Hearing none, he called for a vote.

MOTION TO APPROVE THE PROPOSED PROCUREMENT POLICY AMENDMENT MADE BY BOARD MEMBER MCMAHON AND SECONDED BY BOARD MEMBER UMHOLTZ. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

Director Delfino next gave an overview of the proposed Election/Appointment Ballot Procedure Policy.

Chairman Bruscatto said he would entertain a motion to approve the proposed Election/Appointment Ballot Procedure Policy.

Board Member Goetten made a motion to approve the proposed Election/Appointment Ballot Procedure Policy, and Vice-Chairman Hood seconded the motion.

Chairman Bruscatto asked for a discussion. Hearing none, he called for a vote.

MOTION TO APPROVE THE PROPOSED ELECTION/APPOINTMENT BALLOT PROCEDURE POLICY MADE BY BOARD MEMBER GOETTEN AND SECONDED BY VICE-CHAIRMAN HOOD. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

Director Delfino stated that this concluded his report, and Chairman Bruscatto thanked him for his presentation.

Best Practices Committee Report

Chairman Bruscatto next asked Board Member McMahon to present the Best Practices Committee Report.

Board Member McMahon stated the Best Practices Committee met in Kane County on September 28, 2017, and some 15 counties were represented.

He said he was unable to attend the meeting but would make a full report at a future Board meeting.

He also reminded Board Members of the upcoming NDAA meeting in January and especially noted the scheduled Best Practices Committee Meeting.

Chairman Bruscatto thanked Board Member McMahon for his comments

Appointment of At-Large Board Member

Chairman Bruscatto requested Secretary Milhiser to count the ballots for the appointment of the At-Large Board Member.

Secretary Milhiser reported that Brandon J. Zanotti of Williamson County had the highest vote total with four votes.

Chairman Bruscatto said he would entertain a motion to approve the appointment of Brandon J. Zanotti as the At-Large Board Member.

Vice-Chairman Hood made the motion to approve the appointment of Brandon J. Zanotti as the At-Large Board Member, and Board Member Goetten seconded the motion.

MOTION TO APPROVE THE APPOINTMENT OF BRANDON J. ZANOTTI AS THE AT-LARGE BOARD MEMBER MADE BY VICE-CHAIRMAN HOOD AND SECONDED BY BOARD MEMBER GOETTEN. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

Chairman Bruscato thanked the Board and welcomed new At-Large Board Member Zanotti to his new position.

Public Comments

Chairman Bruscato asked for any comments from the public. No members of the public requested to comment.

Old Business

Chairman Bruscato next asked if there was any old business. The Board had no old business to discuss.

New Business

Chairman Bruscato next asked if there was any new business.

Board Member McMahon said he had received a letter from a former Will County Assistant State's Attorney that he was submitting an article to ISBA recommending that the Illinois Supreme Court adopt the National Prosecution Standards. He stated he would keep the Board advised when he received additional information.

He also said he had learned that Deputy Director Bauer was retiring, and he wished to offer his appreciation for Larry's outstanding service.

Chairman Bruscato said he would entertain a motion to commend Larry Bauer for his outstanding service to State's Attorneys and to the people of the State of Illinois.

Board Member McMahon made the motion to commend Larry Bauer for his outstanding service to State's Attorneys and to the people of the State of Illinois, and Board Member Umholtz seconded the motion.

MOTION TO COMMEND LARRY BAUER FOR HIS OUTSTANDING SERVICE TO STATE'S ATTORNEYS AND TO THE PEOPLE OF THE STATE OF ILLINOIS MADE BY BOARD MEMBER McMAHON AND SECONDED BY BOARD MEMBER UMHOLTZ. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

Adjournment

There being no further business, Chairman Bruscato said he would entertain a motion to adjourn the meeting.

Board Member Edmonds made a motion to adjourn, and Board Member Umholtz seconded the motion. Chairman Bruscato called for a vote.

MOTION TO ADJOURN THE DECEMBER 13, 2017 BOARD OF GOVERNORS' MEETING MADE BY BOARD MEMBER EDMONDS AND SECONDED BY BOARD MEMBER UMHOLTZ. MOTION CARRIED BY UNANIMOUS VOICE VOTE.

Meeting adjourned at 5:12 P.M.

RESPECTFULLY SUBMITTED for future approval by the Board of Governors.

MINUTES APPROVED by the Board of Governors, April 12, 2018.