

# News from the Administrative Services Division: Fact Sheet

*Last update: October 2016*

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.

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## **Budget and Finance**

The total Lake County budget for FY2016 was just over \$495 million. About 25% 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 \$26,071,609.

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 56% of the budget, while contractual benefits including health/life/dental insurance and retirement made up 23% of the court's overall budget.

The FY2016 budget contained a modest wage increase but also reflected a 2% decrease in the Court's budget. This 2%, or \$309,000, decrease was due largely to the uncertainty surrounding the State of Illinois's budget. The Courts plan to hold vacancies open in order to manage this budget reduction.

## **Grant Administration**

The Nineteenth Judicial Circuit was awarded a grant from the Bureau of Justice Assistance for \$189,693 in FY2012. 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.

The Illinois Criminal Justice Information Authority awarded the Nineteenth Judicial Circuit a \$228,961 grant for the period July 1, 2016 through June 30, 2017. 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.

The Court was awarded a four year grant from the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. This grant enhances the Circuit's problem-solving courts by providing intensive therapy, assistance seeking employment, housing solutions and recovery peers to clients.

## **Human Resources**

The Annual Employee Awards Ceremony was held in early 2016 to honor employees for their contributions during 2015. The following staff members were recognized.

Bonds Officer of the Year: Christina Thornton, Adult Probation

Finn/Anderson Exceptional Employee of the Year: Amy Weltich, Psychological Services

Leadership and Excellence Award: Mario Urbina, Juvenile Probation

Employee of the Year: Cassandra Smith, Judicial Operations

In other employee news, several employees applied for and were awarded capability/career path promotions. Also, as a result of the County's recently completed compensation study, several other employees were nominated for proficiency incentives. This new program rewards high performing employees who provide consistently reliable service.

## **Training Administration**

The Nineteenth Judicial Circuit's staff recorded 5,000 hours of training in 2016.