



Northeastern Illinois Regional Crime Laboratory
Executive Board Meeting
Kildeer Police Department
January 09, 2020 at 3:00 p.m.

Present: S. Balinski (Kildeer PD), S. Husak (Lake Zurich PD), J. Dunne (Wheeling PD), M. Hornstein (Winnetka PD)

Also Present: P. Kinsey (NIRCL), M. Milford (NIRCL)

Absent and Excused: G. Carpenter (East Dundee PD)

Call to Order:

The meeting was called to order at 3:05 p.m. by S. Husak

Approval of Minutes:

September 26, 2019 – Executive Board Meeting Minutes

S. Balinski made a motion to approve the listed meeting minutes as presented. The motion was seconded by J. Dunne. The motion carried.

Discussion and approval of the Laboratory Constitution and Bylaws:

The board reviewed the updated constitution and bylaws. S. Balinski made a motion to approve the updated constitution and bylaws. The motion was seconded by J. Dunne. The motion carried.

Discussion of new membership applicant considerations:

Director Kinsey informed the board Rosemont Public Safety inquired about becoming a member. Director Kinsey indicated the lab conducted a review of the expected caseload and number of submissions Rosemont would provide each year. Director Kinsey said the submissions from Rosemont were reasonable and he did not feel service to current members would be adversely impacted. After some discussion by the board, J. Dunne made a motion to approve Rosemont Public Safety to become a lab member. The motion was seconded by S. Balinski. The motion carried.

Director Kinsey informed the board he recently received an inquiry from Macon County about the possibility of the lab conducting THC testing for their jurisdiction. Director Kinsey said he will explore the inquiry and provide an update at a later date.

Update of 401 (k) plan options and approval of moving from UBS to ICMA-RC:

Director Kinsey provided the board with an update on the benefit of transitioning the lab 401 (k) plan from UBS to ICMA-RC. After a discussion by the board S. Balinski made a motion to transition the plan from UBS to ICMA-RC. The motion was seconded by S. Husak. The motion carried.

Discussion of Coverdell Grant application status and approval to move forward with purchase of instrument THC DUI testing:

Director Kinsey informed the board the lab will receive \$193,000 in grant funding to help purchase instrumentation for THC DUI testing. The total cost of purchase is estimated to be approximately \$300,000. The board discussed the expenditure and decided to present the proposed purchase to the full board at a meeting in February (either the 20th or 26th).

Other Business:

Director Kinsey informed the board the lab would like to hire an individual who was a successful intern. The prospective employee would serve a dual role providing support in both Firearms and DNA. The board discussed the proposal and recommended the position be included in the upcoming budget proposal that would subsequently be approved by the full board.

Director Kinsey provided the board with some proposed updates to the employee handbook. The board reviewed and discussed the proposed changes. The board indicated approval of the changes should occur at the March trustee meeting.

There was a brief discussion about the possibility of the lab creating a health care retirement savings plan.

Adjournment:

Motion by S. Balinski, second by J. Dunne to adjourn the meeting at 3:57 p.m.
Motion carried.