



Northeastern Illinois Regional Crime Laboratory
Executive Board Meeting
Kildeer Police Department
March 1, 2019 at 2:00 p.m.

Present: C. Herdegen (Libertyville PD), S. Balinski (Kildeer PD), S. Husak (Lake Zurich PD), J. Dunne (Wheeling PD)

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

Absent and Excused: M. Hornstein (Winnetka PD)

Call to Order:

The meeting was called to order at 2:00 p.m. by C. Herdegen

Approval of Minutes:

January 10, 2019 – Executive Board Meeting

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

DY 2020 laboratory budget:

Director Kinsey presented the FY 2020 lab budget. Director Kinsey noted adjustments were made in the original budget. These changes were darkened in a revised edition that was presented at the meeting. J. Dunne suggested to breakdown expenses, payroll and retirement to differentiate between grant and budgeted money. Director Kinsey also explained the increase in health care costs due to staff adding additional family members to the plan.

Updates to the Employee Handbook:

Director Kinsey presented the Board the updated Employee Handbook. Director Kinsey discussed the addition of 4.7 (Fair Labor Standards Act) and 6.2 (Social Media Policy). After recommending some minor wording changes to keep the new section of the manual in the same grammatical format as the existing document, S. Husak made a motion to accept the additions to the employee handbook. That motion was seconded by S. Balinski.

Staffing Update:

Director Kinsey informed the Board that he had received three applicants for the NIBIN Technician position and that interviews would be held this month.

Other Business:

Director Kinsey informed the Board that Brian White, Cook County Sheriff's Police, had contacted him about Overdose Mapping. Overdose Mapping is a database used to track Fentanyl use.

Director Kinsey discussed the testing of Cannabis cartridges for Tetrahydrocannabinol. Eric Guenther, Mundelein Police Department, had emailed Director Kinsey concerning this testing. The Board recommended bringing this issue to the Board of Director's.

Director Kinsey informed the Board of the new GHB policy in the Toxicology section. The new policy will incorporate a submission policy for urine GHB analysis at the lab.

Director Kinsey discussed the possibility of reaching out to small agencies for possible membership. The hope is to create additional revenue with minimal impact on workload.

Finally, Director Kinsey informed the Board that he and Mark had met with the president of LeadingIT about possible outsourcing of computer related services. The Board suggested incorporating a budget line not to exceed \$20,000 for this matter and to seek other quotes for these services.

Adjournment:

Motion by J. Dunne, second by S. Balinski to adjourn the meeting at 2:50 p.m.
Motion carried.