



**Northeastern Illinois Regional Crime Laboratory**  
**Board of Directors Meeting**  
**Zoom Meeting Application**  
*April 03, 2020 at 12:00 p.m.*

**Present:** S. Husak (Lake Zurich PD), S. Balinski (Kildeer PD), J. Idleburg (Lake County SO), M. Hornstein (Winnetka PD), G. Carpenter (East Dundee PD), A. Scarpelli (Skokie PD), J. Brumlik (Winthrop Harbor), M. Simo (Morton Grove PD), J. Kozoil (Mount Prospect PD), D. Jungles (Will County SO)

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

**Absent and Excused:** G. Filenko (Round Lake Park PD), M. Kelley (Will County SO), J. Dunne (Wheeling PD), T. Dart (Cook County SO), E. Guenther (Mundelein PD), P. Perlini (Grayslake PD) W. Walles (Waukegan PD)

**Call to Order:**

The meeting was called to order at 12:06 p.m. by S. Husak.

**Approval of Minutes:**

February 19, 2020 – Executive Board Meeting

M. Hornstein made a motion to approve the listed meeting minutes as presented. The motion was seconded by G. Carpenter. The motion carried.

**Resolution to change the Illinois Registered Agent:**

The board discussed transitioning the Illinois Registered Agent responsibility for the lab to Attorney Roger Ritzman. No board member raised any objections or concerns. A. Scarpelli made a motion to approve a resolution to change the registered agent to Attorney Roger Ritzman. The motion was seconded by S. Balinski. The motion carried.

**NIRCL Employee Handbook Updates:**

Director Kinsey discussed updates to the NIRCL Employee Handbook. No board members raised any objections or concerns. J. Koziol made a motion to approve the proposed changes. The motion was seconded by J. Idleburg. The motion carried.

**FY 2021 laboratory budget:**

Director Kinsey presented the FY 2021 lab budget. The budget reflects a total expense increase of 6.47% and a revenue increase of 12.4%. One new FTE accounts for 3.5% of the expense increase. Total budget is \$2,854,183. Director Kinsey provided a summary of various transaction lines within the budget and provided a staffing update. S. Husak complimented Director Kinsey and Assistant Director Milford for continuing to operate the lab in manner that is both efficient and of the highest level of service. M. Hornstein made a motion to approve the budget as presented. A. Scarpelli seconded the motion. The motion carried.

**Other Business:**

None.

**Public Comment:**

None.

**Adjournment:**

Motion by A. Scarpelli, second by G. Carpenter to adjourn the meeting at 12:38 p.m.  
The motion carried.