



**Northeastern Illinois Regional Crime Laboratory**  
**Executive Board Meeting**  
**Kildeer Police Department**  
*July 25, 2019 at 3:00 p.m.*

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

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

**Absent and Excused:** J. Dunne (Wheeling PD), G. Carpenter (East Dundee PD)

**Call to Order:**

The meeting was called to order at 2:56 p.m. by S. Husak

**Approval of Minutes:**

June 27, 2019 – General Membership Meeting

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

**Proposal to change from Chase Bank to Consumer's Credit Union:**

Director Kinsey proposed transitioning the labs financial reserves from Chase Bank to Consumer's Credit Union. Director Kinsey explained the advantage would be to place a portion of the reserves into a certificate of deposit and generate investment interest. The Board discussed the proposal and agreed the transition was appropriate. S. Balinski made a motion to transition \$500,000 into a CD with Consumer's Credit and the remaining balance would transition to a checking account with Consumer's Credit. The motion was seconded by S. Husak and approved through a roll call vote by all members present.

**Proposal to change 401K Plan Providers from UBS to Merrill Lynch:**

Director Kinsey proposed transitioning the current 401K provider for lab employees from UBS to Merrill Lynch. Director Kinsey explained the transition could save up to \$1,500 in fees per year. Director Kinsey also believed there would be an improvement in customer service with Merrill Lynch. Director Kinsey further related the proposed transition was shared with lab employees who were supportive of the initiative. S. Husak made a motion to approve the switch from UBS to Merrill Lynch as the 401K provider

for the lab. The motion was seconded by S. Balinski and approved through a roll call vote by all members present.

**Appointment of Waukegan Police Department Chief Wayne Walles as Trustee:**

S. Balinski made a motion to appoint Chief Wayne Walles as a Trustee. Chief Walles assumes the vacated position of Chief Carpenter who currently serves on the Executive Board. The motion was seconded by M. Hornstein.

**Other Business:**

The Board agreed to assign S. Husak as the primary account signature for Consumer's Credit and S. Balinski will be the secondary signature.

Director Kinsey advised the Board that the updated ANAB (ANSI/ASQ National Accreditation Board) accreditation standards require lab reports to contain the dates of analysis for each test. Director Kinsey stated that the lab will incorporate appropriate language within their procedures (simplified reports) to comply with the standard. This will involve reaching out to member agencies via email for confirmation and ensuring such information is available to member agencies upon request.

The Board discussed the potential impact on recent legislative changes related to Cannabis. The current legislation that is scheduled to take effect January 1, 2020 would require the lab to take a quantitative approach to cannabis analysis as opposed to a qualitative approach. This potential change could necessitate the need for the lab to purchase a new instrument for approximately \$80,000. Director Kinsey said the lab is in communication with local elected officials with the hope of amending the current legislation to resolve the issue.

Director Kinsey advised the Board that the new accreditation standards are requesting that any analysis performed by the laboratory requires a minimum of one case submission to the lab on an annual basis. Director Kinsey noted that the lab has only received four distance determination cases in the last 12 years. Next year the laboratory will undergo a full assessment and may be required to remove such testing capabilities from the lab.

**Adjournment:**

Motion by S. Balinski, second by S. Husak to adjourn the meeting at 3:49 p.m.  
Motion carried.