



**Northeastern Illinois Regional Crime Laboratory**  
**Board of Directors Meeting**  
**Lake Zurich Police Department**  
*May 4, 2018 at 12:00 p.m.*

**Present:** C. Herdegen (Libertyville PD), S. Balinski (Kildeer PD), S. Husak (Lake Zurich PD), G. Filenko (Round Lake Park PD), B. Smith (Gurnee PD), K. Woodside (Gurnee PD), Jesse Gonzalez (Gurnee PD), D. Belmonte (Lake Bluff PD), P. Perlini (Grayslake PD), B. White (Cook County Sheriff), P. Dwyer (Cook County Sheriff), M. Curran (Lake County Sheriff) & J. Brumlik (Winthrop Harbor PD)

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

**Absent and Excused:** R. Eddington (Evanston PD), J. Dunne (Wheeling PD)

**Call to Order:**

The meeting was called to order at 12:10 p.m. by C. Herdegen. President Herdegen introduced NIRCL Director Phil Kinsey to those who had not met him. Director Kinsey made some brief remarks about his impressions of the lab thus far and his desire to maintain the excellent productivity and customer service that the lab strives for.

**Approval of Minutes:**

February 22, 2018 – Executive Board Meeting

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

**Discussion and approval of admission of Member Agencies:**

Director Kinsey advised the Board that there have been a few new lab members approved by the Executive Board since the 2017 Board of Directors meeting. He asked that a formal motion be made to accept South Barrington, Lake County Forest Preserve, Lake Villa, and Oakwood Hills as NIRCL members.

S. Balinski made a motion to approve the new members as presented. The motion was seconded by K. Woodside. The motion passed.

Director Kinsey advised the Board that he has been in contact with Mount Prospect about potentially joining the lab. Correspondence regarding requirements, fees, an analysis of expected case work, and expectations of both entities have been discussed.

Director Kinsey does not feel that the addition of Mount Prospect will overtax current lab personnel or equipment and asked for a motion to accept Mount Prospect as a member when/if their village board approves the action and the required documentation is signed.

S. Balinski made a motion to approve Mount Prospect as a new member once the conditions are met. The motion was seconded by P. Perlini. The motion passed.

**Discussion and approval of the 2018 NIRCL Constitution and Bylaws:**

Director Kinsey advised the Board that lab personnel and the Executive Board have been working on some minor changes to the Constitution and Bylaws. The Board reviewed the changes and he asked for approval of the updated document.

M. Curran made a motion to approve the updated Constitution and Bylaws as presented. The motion was seconded by D. Belmonte. The motion passed.

**Discussion and vote on whether to entertain a different assessment mechanism:**

Director Kinsey advised the Board that he was contacted by a member who asked if the Butterfield expansion contributions could be changed from a set fee for all members to a fee based on population. The topic was discussed and Board of Directors agreed to maintain the current assessment mechanism.

**Discussion and approval of the FY19 NIRCL Operating Budget:**

Director Kinsey presented the Board of Directors with a draft of the FY19 laboratory operating budget. He advised the Board that it is likely that Bolingbrook will be leaving the lab on/about May 1, 2018. While this is a significant loss in revenue, bringing in Mount Prospect as a member will reduce most of the shortfall. After discussion and several suggestions from the Board, the budget met everyone's approval and there was consensus to present the budget to the general membership at the annual meeting.

B. White made a motion to approve the 2019 NIRCL operating budget as presented. The motion was seconded by D. Belmonte. The motion passed.

Director Kinsey advised the Board that the last time the lab increased the assessment was 2016. He indicated that there will likely be some significant technology needs coming in the near future and recommended building the reserve to prepare for this. He shared some ideas about increasing the assessment. The Board discussed a variety of funding options and came to an agreement that the lab increases should be as follows:

- May, 2019 – 2% increase (\$1.36 per resident population)
- May, 2020 – 2% increase (\$1.39 per resident population)
- May, 2021 – 2% increase (\$1.41 per resident population)

S. Balinski made a motion to approve the assessment increases as presented. The motion was seconded by P. Perlini. The motion passed.

**Other Business:**

Director Kinsey reminded the Board that the general meeting and lunch to commemorate the 50<sup>th</sup> anniversary of the lab will take place at noon on Thursday, June 28, 2018 at White Deer Run in Vernon Hills.

Director Kinsey advised the Board that there are currently two trustee vacancies. He recommended the following nominations:

Chief Michael Simo – Morton Grove Police Department  
Sheriff Michael Kelley – Will County Sheriff's Office  
(Deputy Chief Daniel Jungles)

J. Brumlik made a motion to approve the nominations as presented. The motion was seconded by M. Curran. The motion passed.

Director Kinsey and President Herdegen shared information on some lab personnel updates.

**Public Comment:**

None

**Adjournment:**

Motion by M. Curran, second by K. Woodside to adjourn the meeting at 12:55 p.m.  
Motion carried.