



**Northeastern Illinois Regional Crime Laboratory**  
**Executive Board Meeting**  
**Kildeer Police Department**  
*February 22, 2018 at 2:30 p.m.*

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

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

**Absent and Excused:** None

**Call to Order:**

The meeting was called to order at 2:42 p.m. by C. Herdegen.

**Approval of Minutes:**

January 25, 2018 – Executive Board Meeting

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

**Discussion of Action Items from 1/25/18 Executive Board Meeting:**

Director Kinsey presented a handout that addressed issues/concerns/required actions on his part from the January meeting. All Board members appreciated the prompt attention and action from Director Kinsey and his staff. The detailed handout is attached to the minutes.

On the issue of “additionally insured,” C. Herdegen inquired of Director Kinsey if our insurance representatives provided an answer to the question if the fifty-five member agencies were listed/covered. Director Kinsey answered affirmatively.

**Draft FY19 Laboratory Budget:**

Director Kinsey presented the Board with a draft of the FY19 Laboratory Budget. 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.

**Discussion of approval process for new member agencies:**

Director Kinsey and the Board discussed the current practice and know past practices. The consensus is that the following five steps would be followed:

1. Verbal inquiry from requesting agency to the Director.
2. The NIRCL Director will issue a letter to the agency. Sample attached to minutes.
3. The NIRCL Director will conduct an impact assessment and make a recommendation to the Executive Board.
4. Preliminary acceptance from the Executive Board, and then subsequent approval by a majority vote of the NIRCL Board of Directors.
5. A signed IGA finalizes the process.

**Other Business:**

NIRCL staff will conduct an audit to ensure that each member agency has a valid IGA in place.

**Adjournment:**

Motion by S. Husak, second by S. Balinski to adjourn the meeting at 3:19 p.m.  
Motion carried.