



Northeastern Illinois Regional Crime Laboratory
Executive Board Meeting
Kildeer Police Department
January 25, 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), Bob Schutz (CEO DSP Insurance Services), Bob Schutz, Jr (Vice President of Marketing DSP Insurance Services)

Absent and Excused: None

Call to Order:

The meeting was called to order at 2:30 p.m. by C. Herdegen.

Approval of Minutes:

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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 NIRCL Insurance Coverage:

No action taken. Discussion with DSP Insurance Services regarding the reluctance of insurer to list all PD's as "additional insured," and if there were any insurance issues that NIRCL management or The Board needed to be aware of. At the conclusion of the discussion, P. Kinsey and The Board are comfortable with the type and level of insurance services that we are provided.

Bob Schutz and Bob Schutz Jr. departed the meeting after the insurance discussion.

Discussion of NIRCL Constitution and Bylaws:

The last update of the Bylaws occurred in 2016. Director Kinsey presented The Board with suggested language updates and clarifications. The Board was enthusiastic in the information as it was presented and the consensus of The Board was to bring the document forward at the Annual Meeting for approval.

Discussion of NIRCL Employee Manual:

Director Kinsey presented suggested updates to the employee manual. The updates are based on his opinion of Best Practices and were vetted by a member agency HR Department. The recommended changes that were discussed and subsequently approved are attached to the minutes.

Motion made by J. Dunne to approve the six changes to the NIRCL Employee Handbook listed on the attached document. The motion was seconded by R. Eddington. The motion carried.

Discussion and approval of 2018 meeting schedule:

After a brief discussion it was decided that the 2018 NIRCL Executive Board Meetings will be held on April 26, June 28 and September 27. The General Membership Meeting will also take place on June 28.

Impact of Sex Assault Investigations:

P. Kinsey and Board Members discussed the Evidence Submission Act as well as a review of The Attorney General's recommended policy for dealing with the submission of sexual assault evidence collection kits. P. Kinsey related that NICRL is in compliance with current law.

Authorization of DuPage County firearms casework:

NIRCL and The DuPage County Sheriff's office have an agreement in place where NIRCL provides firearms, tool works and footwear services. NIRCL Staff is currently reviewing the agreement to ensure that future agreements will include technical review, court room testimony and other associated costs. A draft of the new agreement will be brought back to The Board at a future date.

Discussion of quarterly report (NIRCL Newsletter)

C. Herdegen and fellow board members were enthusiastic in their praise of this new informational quarterly report (newsletter). The report will be distributed electronically not only to NIRCL Staff but to all member agencies to share with all.

Other Business:

P. Kinsey provided an updated budget review and articulated several training initiatives. The 2018 draft budget proposal is attached. The Board supported P. Kinsey's recommendations.

NIRCL will soon be celebrating the 50 year anniversary. Numerous ways to acknowledge this milestone were discussed: Yearbook (similar to NIPAS EST), Challenge Coins and a new logo.

Adjournment:

Motion by S. Balinski, second by S. Husak to adjourn the meeting at 3:55 p.m.
Motion carried.