



Northeastern Illinois Regional Crime Laboratory
Executive Board Meeting
Kildeer Police Department
September 27, 2018 at 2:00 p.m.

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

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

Absent and Excused: R. Eddington (Evanston PD),

Call to Order: The meeting was called to order at 2:01 p.m. by C. Herdegen.

Approval of Minutes:

July 20, 2018 – Executive Board Meeting Minutes

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

Discussion of candidates to replace retired Executive Board Member Richard Eddington:

Director Kinsey presented a list of chief's who may be interested/recruited to replace Chief Eddington (who is retiring as C.O.P. Evanston). The board discussed the position and wanted to take "geography" as a consideration so that the entire NIRCL region has representation.

The appointment is at the discretion of C. Herdegen as Board President and he will consider everyone's input and make a decision shortly.

Internal Quality Assurance Assessment:

Director Kinsey and M. Milford presented the Board with the attached report. The internal assessment was successful with no findings of non-compliance with accreditation standards.

The External Quality Assurance Assessment should be completed at some point next month. Director Kinsey indicated that, given the results of the internal assessment, the expectation for the external assessment is that there would be no issues of major concern.

Discussion of approval process for new member agencies:

The “process” was approved at a past meeting. The process is:

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.

P. Kinsey related to the Board that Country Club Hills PD was interesting in becoming a member. P. Kinsey will “mine” their data and determine if the laboratory can handle the increased workload with current staffing levels.

Other Business:

Director Kinsey discussed the feasibility of hiring Technicians to offset some of the workload identified in the Internal Quality Assurance Assessment. The Board supported this idea if it would be budget neutral. If not, further discussions would be required and budget adjustments may need additional conversation.

There was a brief discussion and one of the recommendations was that police departments purchase ink pads to secure elimination prints. It is suggested that the on-scene ET obtain the elimination prints while processing the scene instead of handing off this responsibility to investigative units. The Board endorsed this suggestion and the M. Milford will socialize this concept with his various department liaisons in the upcoming months.

Public Comment: No members of the public present.

Adjournment:

Motion by S. Husak, second by S. Balinski to adjourn the meeting at 3:08 p.m.
Motion carried.