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BUREAU SUMMARY
 ADMINISTRATIVE HEARING BOARD

SUMMARY OF APPROPRIATIONS

Department and Title	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Corporate Fund				
026 - Administrative Hearing Board	841,542.49	899,200	951,954	52,754
Corporate Fund Total	841,542.49	899,200	951,954	52,754
General Fund Total	841,542.49	899,200	951,954	52,754
Total Appropriations	841,542.49	899,200	951,954	52,754

SUMMARY OF POSITIONS

Department and Title	2010 Approved Positions	Approved & Adopted	Difference
Corporate Fund			
026 - Administrative Hearing Board	7.0	7.0	
Corporate Fund Total	7.0	7.0	
General Fund Total	7.0	7.0	
Total Positions	7.0	7.0	

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 ADMINISTRATIVE HEARING BOARD

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	340,007.15	376,950	308,949	(68,001)
190/501970	Transportation and Other Travel Expenses for Employees	672.82	2,500	1,300	(1,200)
Personal Services Total		340,679.97	379,450	310,249	(69,201)
Contractual Services					
220/520150	Communication Services		500	100	(400)
225/520260	Postage	2,120.00	2,500	2,500	
240/520490	External Graphics and Reproduction Services	1,810.98	3,500	2,200	(1,300)
260/520830	Professional and Managerial Services	487,974.11	500,000	622,458	122,458
268/521030	Court Reporting, Stenographic, Transcribing, or Interpreter Services	3,153.87	5,000	3,000	(2,000)
Contractual Services Total		495,058.96	511,500	630,258	118,758
Supplies and Materials					
350/530600	Office Supplies	3,600.02	3,750	5,750	2,000
353/530640	Books, Periodicals, Publications, Archives and Data Services	269.00	2,000	500	(1,500)
353/530675	County Wide Lexis-Nexis Contract			925	925
388/531650	Computer Operation Supplies	972.56	1,000	1,000	
Supplies and Materials Total		4,841.58	6,750	8,175	1,425
Operations and Maintenance					
441/540170	Maintenance and Repair of Data Processing Equipment and Software			250	250
Operations and Maintenance Total				250	250
Rental and Leasing					
630/550010	Rental of Office Equipment	961.98	1,500	1,000	(500)
630/550018	County Wide Canon Photocopier Lease			2,022	2,022
Rental and Leasing Total		961.98	1,500	3,022	1,522
Operating Funds Total		841,542.49	899,200	951,954	52,754
(717) New/Replacement Capital Equipment					
521/560420	Institutional Equipment		5,000		(5,000)
530/560510	Office Furnishings and Equipment	10,550.73	19,998	9,056	(10,942)
579/560450	Computer Equipment	67,707.91	67,500	12,827	(54,673)
		78,258.64	92,498	21,883	(70,615)
Total Capital Equipment Request Total		78,258.64	92,498	21,883	(70,615)

DEPARTMENT OVERVIEW

026 ADMINISTRATIVE HEARING BOARD

Department Mission

We exist to : The mission of the Department of Administrative Hearing is to provide a fair and efficient judicial forum; where citizens and Cook County Departments can find resolutions for alleged violations of Cook County Code.

For: The General Public and Cook County Enforcement Departments

In order to: Render decisions on whether or not a violation has occurred; and if so, assess an appropriate remedy

So That : We can improve public safety and quality of life for the citizens of Cook County.

Goals and Objectives

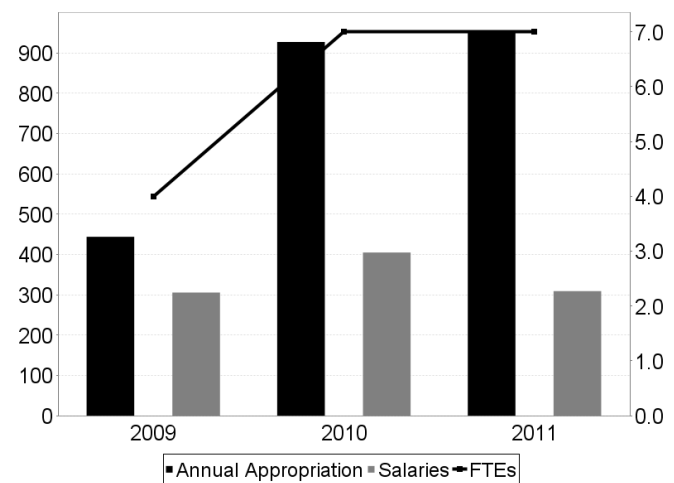
- Develop County Wide Data Sharing - Currently the same citations are entered in at least three (3) department data-bases due to no common software links.
 - Solution: Develop and implement common data-base for all departments that issue citations.
 - Benefit: Provide real time information on pending cases and reduces input by 2/3 and reduce error rate.
- On-Line Appeals-Currently citizens must physically travel to DOAH to file an appeal
 - Solution: Develop and implement a program to allow citizens to submit appeals for minor ordinance violations (parking, littering, vehicle equipment, etc.)
 - Benefit: Paperless program, citizen friendly, reduces costs to county and citizens.
- Establish Hearing Facilities in All County Districts-Currently there are only three suburban hearing facilities one of which is inadequate to handle caseload.
 - Benefit: Reduce travel time and travel expense for both citizens and enforcement officers/agents.
- Transfer Ordinance (Civil) Violations Issued by Sheriff's Department to Department of Administrative Hearings-Currently all civil violations are being heard at the circuit court.
 - Solution: Cases currently being heard in Circuit Court can be heard in DOAH.
 - Benefit: Reduced cost for citizens and county. More user friendly and substantial increase in revenue for county. Will be a program similar to the City of Chicago and approximately 60 other communities in the State of Illinois.
- Identify and Provide Training to all Departments and Citizens- Currently only a select few departments have proper knowledge of proper protocol.
 - Solution: Provide training in how to best utilize the adjudication process.
 - Benefit: Since this is a relatively new program this will improve all involved parties knowledge of how to more effectively have their case resolved.
- Create Uniform Standard Citations for All Departments- Departments currently use a variety of different citations.
 - Benefit: Standard citations will enhance the use of technology (bar codes), reduce errors and be more understandable to the alleged violators.
- Remote Hearings-Develop and implement remote hearing capability using Polycom Viewing System
 - Benefit: Will allow citizens and enforcement officers to present their cases from remote locations.
- Complete Construction of Two New Courtrooms-Currently under construction at 118 N. Clark Street, on the 11th floor

- Benefit: Provide needed space for current and future case load volume. Present a more professional image for the County.

Summary of Operations

The Agency for Administrative Hearings is an independent entity that hears cases relating to violations of County Ordinances. The Agency hears cases that fall under the following categories: Building and Zoning, Environmental Control, Revenue, Health, Animal Control, Office of the Sheriff and Intergovernmental agreements.

Appropriations (\$ thousands)			
Fund Category	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	443.8	927.0	952.0
Total	443.8	927.0	952.0
	Adopted	Adopted	Adopted
FTE Positions	4.0	7.0	7.0



Major Accomplishments

- Established Department
- Adjudicated Revenue and Building and Zoning matters
- Constructed court facilities in Cook County Building

Key Initiatives

- Expand adjudications to include Office of the Sheriff, Bureau of Health and other county agencies

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 026 - ADMINISTRATIVE HEARING BOARD

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
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Operating Funds Total	841,542.49	899,200	951,954	52,754
(717) New/Replacement Capital Equipment - 71700026				
521/560420 Institutional Equipment		5,000		(5,000)
530/560510 Office Furnishings and Equipment	10,550.73	19,998	9,056	(10,942)
579/560450 Computer Equipment	67,707.91	67,500	12,827	(54,673)
	78,258.64	92,498	21,883	(70,615)
Total Capital Equipment Request Total	78,258.64	92,498	21,883	(70,615)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 026 - ADMINISTRATIVE HEARING BOARD

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administrative Hearing Board						
01 Administrative Hearings - 0260101						
0263	Director	24			1.0	109,106
5215	Administrative Hearing Director	24	1.0	109,106		
5531	Special Assistant for Legal Affairs	24				1
0620	Legislative Coordinator I	20				1
5206	Deputy Director	20	1.0	95,858	1.0	97,792
0292	Administrative Analyst II	19	1.0	66,605	1.0	67,538
0048	Administrative Assistant III	16			1.0	39,847
1110	SYSTEMS ANALYST I	16	1.0	38,097	1.0	38,472
0142	Accountant II	13	1.0	39,060		
0046	Administrative Assistant I	12	2.0	57,341	2.0	57,536
			7.0	\$406,067	7.0	\$410,293
Total Salaries and Positions			7.0	\$406,067	7.0	\$410,293
Turnover Adjustment						(101,344)
Operating Funds Total			7.0	\$406,067	7.0	\$308,949

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
 DEPARTMENT 026 - ADMINISTRATIVE HEARING BOARD

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	109,106	1.0	109,107
20	1.0	95,858	1.0	97,793
19	1.0	66,605	1.0	67,538
16	1.0	38,097	2.0	78,319
13	1.0	39,060		
12	2.0	57,341	2.0	57,536
Total Salaries and Positions	7.0	\$406,067	7.0	\$410,293
Turnover Adjustment				(101,344)
Operating Funds Total	7.0	\$406,067	7.0	\$308,949