

**MINUTES OF THE OUTREACH  
PRESENTATION SUBCOMMITTEE MEETING  
NOVEMBER 7, 2003**

The meeting of the Outreach Presentation Subcommittee was held on the 7<sup>th</sup> day of November 2003 at the Will County Circuit Clerk's Office, 14 West Jefferson Street Joliet, Illinois, and beginning at 10:00 a.m.

**ATTENDANCE**

The following were in attendance at the meeting:

<u>Name</u>	<u>Title</u>	<u>Attendance</u>
Rodney J. Ahitow	Illinois Juvenile Justice Commission	Present
Stephen Baker	Law Office of the Cook Co. Public Defender	Present
Laura Lane Ferguson	Inspector General Cook Co. Circuit Clerk	Present
James K. Hickey	Chicago Police Dept. Integration Project Mgr.	Present
Hon. Pamela J. McGuire	Will County Circuit Clerk	Present
Hon. Martin Typer	Ogle County Circuit Clerk	Present
Gina M. Glasgow	Will County Circuit Clerk's Office	Present

Pamela J. McGuire and Martin Typer acted as chairmen of the meeting and Gina M. Glasgow took notes.

**ORDER OF BUSINESS:**

The chairs turned to the order of business for the meeting.

The committee began their discussion by stating their desire to select a common background theme for a power point presentation. They decided to view the numerous Power Point presentations that were made available through the Illinois Criminal Justice Information Authority and other Power Points made available by Pamela J. McGuire. The group had decided on one they felt was pleasing to the eye.

The committee then decided to direct the Power Point presentations toward two outreach groups:

1. *Funding Sources – County Boards, Local types of government i.e., township and city, etc.*
2. *Practitioners – State’s attorney’s, Judiciary, Police Department’s, Probation, Public Defender, Bar Associations, etc.*

They also decided on three mediums for the presentation materials:

- *Power Point Presentations – (15-20 slides for each group)*
- *Brochure – One page, two sided*
- *PDF Document*

The committee decided to draft a letter for each county official, asking them to identify the champions for their county. We will be contacting Mark Myrent for his listing of officials that he is preparing. The committee agreed that we should invite other counties/states (McLean County, Illinois) to share their success stories, in order to provide some “working results” in the field of integrated justice to enhance our presentation materials.

The committee shared many ideas that they agreed should be forwarded to the other relevant committee’s, as they may want to incorporate or put on the table for discussion.

Gina Glasgow, from my office will be preparing the documents and we will be e-mailing the sample Power Point presentations, the sample Brochure, the sample PDF file and sample letter for champions to all committee members for their comments/suggestions.

#### **CLOSING:**

The meeting ended at approximately 12:00 p.m. The committee decided to meet again on Friday, February 6, 2004 at the Will County Circuit Clerk’s Office, 14 West Jefferson Street Joliet, Illinois 60432.

Pamela J. McGuire, Martin Typer, James Hickey and Gina Glasgow remained to view the Power Point slides and decide on which in each group were most notable. They concluded at approximately 3:00 p.m.