

WILL COUNTY BOARD
AD HOC TECHNOLOGY COMMITTEE MEETING

MINUTES

April 1, 2010

Will County Office Building
County Board Committee Room
302 North Chicago Street
Joliet, IL 60432

Immediately following the Executive Committee,
but no sooner than 10:00 a.m.

CALL TO ORDER

Ms. Smith called the meeting to order at 10:40 a.m.

ROLL CALL

Present were Members: Brooks, Dralle and L. Smith.

Absent were Members: Deutsche and Maher.

Also Present: Moustis.

Present from State's Attorney's Office: Mary Tatroe.

PLEDGE OF ALLEGIANCE

Mrs. Dralle led the committee in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made Mrs. Dralle, second by Mr. Brooks, to approve the minutes from the November 5, 2009 meeting. All in favor. MOTION CARRIES.

Ms. Smith advised that at the last meeting they talked about meeting with all the elected officials and RFI's. She has met with all the elected officials which was very productive and one issue is that the equipment and software we all use is not coordinated very well.

Ms. Smith stated that after speaking with the IT department, it was suggested that we have a sub-committee of the IT people here from all the different offices to come up with some type of a replacement program. We would be looking into some type of funding and would receive recommendations from the IT department for all the departments.

Ms. Smith advised after speaking with Circuit Clerk McGuire it was agreed that because the Circuit Clerk, the Sheriff, State's Attorney and possibly the Recorder are moving forward with the judicial integration and other programs, they will provide a report every month to this committee. Mr. Palmer will

be representing the County Executive's Office and Deputy Chief of Staff Bruce Friefeld will represent the County Board.

OLD BUSINESS

Report Re: Justice/Judicial Integration

Mr. Palmer advised that no consultant has been retained for the integrated justice system yet. They met for the first time on March 25th and are formalizing an integrated justice ad-hoc committee which includes elected officials and key staff, 9-1-1, Chief of Police, County Board and staff. The goal is to have a blueprint to guide us forward but we need to have the governance structure to determine who will be on it and how we will handle voting issues. We will have different stakeholders sign an MOU stating they are committed to doing this process. The goal is to have consensus building so that everyone is on board with the process. Another goal is to set up other sub-committees one of which will be a technology component. We will also have a Planning and Policy issues; an outreach and funding where we will be looking at grants other than capital dollars.

Mr. Palmer stated that setting up the structure of this group is the first step and then we will be working on drafting an RFP to hire an outside consultant to guide this process.

Mr. Palmer advised that he received notice from the Department of Justice indicating that the award of \$100,000.00 is finally moving forward and the hope is that money will cover the majority of initial costs. This committee includes the Chief Judge and his office, Circuit Clerk, State's Attorney, Sheriff, County Executive, County Board, Public Defender, ICT, 9-1-1 and a representative from the Will County Chief of Police. We will be meeting again on April 23rd which is the 4th Thursday of the month and we will have an agenda and minutes will be taken which he can provide to this committee.

Mrs. Dralle complimented the group as a whole because this is of prime importance. She inquired how the JMS is moving forward.

Mr. Rafac, Mr. Moustis and Mr. Friefeld arrived at this juncture.

Mr. Piwowarski advised that they will be moving forward and State's Attorney Tatroe has reviewed the major part of the RFP. He will be doing the final language this week and will be meeting with ASA Tatroe again to add language that it is compatible with County purchasing. We have to look at what is going to be the procedural aspects of this now as county purchasing rather than PBC.

Mr. Moustis advised that PBC finished with the jail project and it is all wrapped. This was not part of the original jail project but came along much later. In the end because the vendor was rejected and PBC has closed its book on the jail, we felt it was much better that we pursue it through the County.

Mrs. Dralle inquired if there have been some changes made in the RFP.

Mr. Piwowarski replied yes, it is now going to require the vendor to be the primary contractor of the JMS System.

Mrs. Dralle requested that Mr. Piwowarski attend Judicial Committee meetings and at least give a written monthly update to be provided to the County Board staff by the Thursday before Judicial.

Undersheriff Nowak agreed and stated Mrs. Dralle will also be provided a monthly update regarding the camera and laptop installations.

Mr. Palmer advised that the integrated justice system was in the federal agenda for the past several years, we received notice from Congresswoman Halverson that she has put in for our full \$690,000 federal request.

Circuit Clerk McGuire advised that they are also looking at a case management system. Having worked with the Sheriff's office before, whatever they do is people driven and the Circuit Clerk's office is case driven. We are trying to look at something that will be more people driven which will help everyone involved. At this meeting we did set up a technology committee and name a chair of that committee. They will provide an RFP to get this moving forward.

Ms. Smith requested that Ms. McGuire come back and provide updates.

Other Old Business

NEW BUSINESS

Report: Re: Tax Cycle

Report Re: HR System

Report Re: Finance System

Ms. Smith stated that we should focus on the tax cycle, HR and Finance systems since the other issues are being taken care of.

Mr. Palmer stated that previously it was discussed that the real estate system was not going to be supported. There have been some purchases made, hardware and software, where there is no concern imminent that it will fail so our tax cycle process which is one of the best in the state and will continue to be supported with the current equipment that we have. We continue to look but we are waiting for improvements with the vendors.

Mr. Palmer stated that we are working on a master address table project which includes GIS, Supervisor of Assessments, 9-1-1, County Clerk and the Treasurer's Office. There is a standard addressing format. All of our entities are working towards that same format. The goal is to have everyone feed into one information pot. The GIS department has been working with 9-1-1 to cleanup our data to put it into the 9-1-1 system and County Clerk for merging all her data to look the same. Ultimately the goal is to get it into real estate so we have complete data. The Treasurer mails out to a mailing address maintained by the Supervisor of Assessments but no one is responsible for the physical property address. We are trying to get the data so that we have both property and mailing address. There are about 12-16 townships already in the system.

Mr. Moustis wanted to clarify that when we initially wrote the program and the last employee who understood the system left and that was our concern. The employee would be available on a consultant basis.

Mr. Rafac stated there are three components; hardware/software and the people. The hardware is in cobalt which has limited life but we still have 3-5 years left. We were able to come up with a solution that was under \$20,000.00 to extend the life of the hardware and software. The people who created the initial package and one of the key people (employee) left under the severance plan. He is available to come back on a consultant basis. We have hired in his place one of the other people who were involved in the initial project and we have a 3rd person on a retainer basis that was on the initial project and the 4th person is a staff person. We have 4 people, 2 are staff and 2 are on retainer that were all part of this initial project.

Mr. Moustis stated that these adjustments will give us 2-3 years but the replacement process is a 3 year project.

Mr. Palmer advised that we are looking and waiting to see if there is a new project out there. Each state has their own laws and we are working with DuPage and Kane so we are customizing it to specific laws.

Other New Business

Needs Assessment on IT Department

Ms. Smith stated that we need to do the needs assessment on the IT department. We need a third party to come in and asked Mr. Rafac and Mr. Palmer to work on an RFI. She requested this be on next month's agenda so action can be taken.

Report Re: Finance System

Report Re: HR System

Mr. Rafac advised that the finance and HR system are currently a combined system. We went out to bid and had 3 qualified vendors and we have narrowed it to 2. We did not identify a large dollar amount for this so we can't select a vendor or move forward due to not having the funds. It was assigned to Executive Committee and we are asking that we void the prior bid, return the bid bonds and pursue something in the future.

Ms. Smith inquired how would the financing, hr and tax cycle be prioritized.

Mr. Rafac replied that our finance system has been in place since 1996. We are several levels of technology beyond what our current system can do. The real estate system is potentially a couple of orders of magnitude of what the finance and hr system are going to cost. I would put finance a little higher but both finance and real estate need to be reviewed.

ANNOUNCEMENTS BY THE CHAIRMAN

ADJOURNMENT

A motion was made by Mr. Moustis, second by Mrs. Dralle, to adjourn the meeting at 11:17 a.m.
All in favor.

MOTION CARRIES.