

WILL COUNTY BOARD
AD HOC TECHNOLOGY COMMITTEE MEETING
MINUTES

June 3, 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 10:10 a.m.

ROLL CALL

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

Absent were Members: Deutsche and Maher.

Also Present: Don Piwowarski, IT project manager-Sheriff's; Jackie Falbo-IT administrator-Sheriff's; Steve Caruso-Public Affairs Specialist-Sheriff's; Annette Boyd, Sup of Assessments-IT specialist; Mike Shay-ITC Director-Co Exec; Nick Palmer, Deputy Chief of Staff-Co Exec; Paul Rafac, Finance Director-Co Exec; and Circuit Clerk Pam McGuire.

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

PLEDGE OF ALLEGIANCE

ASA Tatroe 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 April 1, 2010 meeting. All in favor. MOTION CARRIES.

OLD BUSINESS

Report Re: Justice/Judicial Integration

NEW BUSINESS

Review of RFQ for Integrated Justice System Consultant

These reports were covered by Mr. Palmer and Mr. Rafac concurrently.

Mr. Palmer advised that the integration ad-hoc committee has met three times. This morning minutes and hopefully the final draft of our MOU document went out. The MOU is an agreement of good faith with the participants that the group will work together, try to focus on the task and if working on a project let the other participants know so there is no duplication. The goal is consensus building and we do have voting so we can officially approve things but if it will negatively affect one of the agencies, we have to work it out, we are not going to pass it over the objection. We have also reviewed the RFQ which will be going out soon. Once that has gone out and the schedule finalized, we will schedule our next meeting where we will review the submissions on that and make a decision so we can move forward. We have set up some working groups such as technology so they can work on these tasks and we also have a finance or development portion of the group which will focus on identifying grants, monitoring and evaluating. We have received our 2010 JAG award and the County Executive's office has made the recommendation to spend the \$51,000.00 we will receive on cameras for the deputies. We are also working the grant document for the \$100,000.00 earmark. It will not require County Board action but we will bring it back as we move forward. Congresswoman Halvorsen had requested \$690,000.00 for the integrated justice effort and Senator Durbin requested \$300,000.00 for cameras. He will keep the committees apprised of the progress.

Ms. Smith advised that this is informational only for the committee as we will not be taking action on it. The Judicial Committee has been handling this process.

Mr. Palmer advised that it was a courtesy and for any additional input but regarding the RFQ we are preparing it to send out shortly. We will bring it back for execution.

Other Old Business

NEW BUSINESS

Review of RFQ for Integrated Justice System Consultant

Previously discussed under Old Business with the Justice/Judicial Integration Update.

Review of RFQ for Executive Branch IT Assessment

Mr. Rafac advised that both of the RFQ's will be reviewed by the State's Attorney's Office again prior to being released and will be processed through Purchasing Director Rita Weiss to identify date issues or any other issues. We have decided to focus primarily on the Executive's Office branch and some of the elected officials because servers and other equipment are maintained by the IT Department.

Mr. Shay advised they have supported Executive functions, County Clerk, Auditor, Coroner, Treasurer regarding their phones, networks and their machines.

Ms. Smith stated that we only have control over our IT Department. We are not trying to find out the functions but how we can better serve. We need to determine the talent we have as well as the capabilities. That will be our focus. She indicated because this is an RFQ we may have to bring this to the Executive Committee.

Mr. Friefeld advised this is an ad-hoc committee, you would take this to Executive as informational and let them state if they have any objection to an RFQ going out.

Mr. Rafac stated that we do not have an explicit budget for this and we have discussed that this would be funded out of contingency so we would need their consent.

Ms. Smith stated we need to think more long term. She inquired if everyone had a copy of the Request for Qualifications which was included in the packet.

Mr. Brooks inquired in order for the RFQ to go out it would require the blessing of the Executive Committee because we are not approving a contract.

Mr. Friefeld replied no, because this is an ad-hoc committee and is not a formal committee of the County Board. Generally if the committee approves, that in itself on an RFQ, would be sufficient to put it out onto the street. Again, the committee could not approve the contract but you can issue the RFQ. Once it comes back then it will have to go to the Executive Committee. At today's ad-hoc committee meeting there should be a recommendation to move to the Executive Committee as informational and authorization to issue the RFQ.

Ms. Smith advised that she has requested to be placed on the next Executive Committee agenda so we can fine tune the RFQ and move it forward.

It was clarified that funding would have to be identified before you can release an RFP.

Ms. Smith stated that the Scope of Services and the Overview are the most important. What other persons should be included.

Mr. Shay indicated Workforce Services, Tim Farrell, IT Manager and inquired if the Health Department should be included or not along with Sunny Hill and Animal Control.

A discussion was held regarding why certain departments were not included and the problems with Sunny Hill tying into the integration system because of HIPAA regulations.

Ms. Smith stated our focus is real estate, finance and human resources. There are pressing needs for real estate and finance. We want to take the departments that are under these issues right now. We may be able to take our IT people and put together a team so that we can do a lot of these items in-house.

There was a discussion regarding Animal Control being included under County Executive office or under the Health Department.

Mr. Rafac stated that of the five entities excluded the only one that is corporate is Sunny Hill. The others have dedicated funding sources. He excluded the Health Department because under the finance structure they fall under the public safety umbrella. It is up to this group whether they should be included or not.

Mr. Shay stated he would like to include Sunny Hill because they have needs that need to be looked at. We are looking at three different sets of issues; staffing; physical needs, hard physical infrastructure and then applications, real estate, finance, etc. This would include software. We need to include the permitting system which has not been funded yet.

Mr. Rafac advised that we do want to know what all of the business application software is and through that process we will prioritize what needs to be done. We are asking for a complete assessment of all of the applications that are running other than those that are running on a stand alone PC.

Ms. Smith stated that we want to look toward the future and want to make sure that we are not doing this again in two years.

Mr. Friefeld suggested less detail in the document because this is an RFQ which you will have to negotiate the ultimate contract. The ultimate contract needs to be detailed. You will have more information from those responding to the RFQ.

Ms. Boyd agreed with Mr. Friefeld and stated that you will need to have a vendor meeting where you will lay out what you looking for, what you are expecting from the vendors.

Ms. Smith stated that we want a full consultant and not someone that sells a product.

Mr. Rafac advised that we should be able to complete this within 6 months.

It was agreed that there would be a pre-submittal meeting as the discussion will provide information on how long this may take and to ask questions.

Mr. Rafac stated that we would put the RFQ on the street and then 2-3 weeks after that is when you would do a pre-bid meeting. You would still allow 2-3 weeks for a response after that meeting. We can have the presentations in August and still approve a vendor later that month.

After discussion it was agreed that a pre-meeting could be held at the end of July, have bids due in August, interview and move forward by the end of August.

Ms. Smith recommended that if anyone has any suggestions to please forward them to Paul Rafac.

Identify Internal Technical Team to Work with Consultant

Ms. Smith stated she would like to form a technical team and requested that they provide some questions that need to be asked to Mr. Rafac and Mr. Friefeld. She would like the team to be comprised from several different departments.

Mr. Shay requested that he be a part, Annette Boyd, Tim Farrell, Brian Hashinberger who recently joined the IT department and came from the private sector.

Ms. Smith requested that she be included when this team is formed and meets.

A motion was made by Mr. Brooks, second by Ms. Dralle, to move this forward to Executive Committee for approval and release of the RFQ. All in favor. MOTION CARRIES.

Mr. Rafac reviewed that we would potentially be interviewing firms the week of August 23rd or earlier so we have time to move this forward to the county board.

Mr. Rafac stated that the pre-bid meeting would be July 29th with bids due on August 13th. The week of August 16th we distribute and review the bids. We would interview and select the firms August 23-24th. Then we would have a recommendation that would go forward on August 25th to this committee and then to the full board.

Mr. Rafac advised if it is a standing item, then we can interview that whole week and then present to the committee's next meeting on September 2nd. If it is a standing item on this committee's agenda then the committee could make a recommendation to the Executive Committee on September 9th. This way we would have a whole week to do the interviews.

The committee concurred.

Other New Business

Circuit Clerk McGuire advised that in the budgeting process this year she is budgeting for a new VRU, voice response unit for the court's system because the one is really costly to get fixed so we will need to purchase a new one.

ANNOUNCEMENTS BY THE CHAIRMAN

Ms. Smith advised that we will be cancelling the July 1st Ad-Hoc Technology meeting.

ADJOURNMENT

A motion was made by Mr. Brooks, second by Mrs. Dralle, to adjourn the meeting at 11:04 a.m. All in favor. MOTION CARRIES.