JO DAVIESS COUNTY
INFORMATION & COMMUNICATIONS TECHNOLOGY COMMITTEE
MEETING MINUTES
JANUARY 28, 2026

I. Call to Order

Committee Vice-Chairperson Endress called the meeting to order at 5:30 PM on Wednesday, January 28, 2026 in the Jo Daviess County Board Room, Jo Daviess County Courthouse in Galena, Illinois.

II. Roll Call & Establishment of a Quorum

Roll Call was answered as follows: Present – Jacob Ambrosia, Peggy Bastian (arrived at 5:33 PM), Daisha Boehm, Steve Endress, John Grizzoffi, LaDon Trost (arrived at 5:37). Present: 6. Present electronically: 0. Absent – Michael Holt. Absent: 1.

III. Approval of Minutes

A motion to approve the minutes of the November 17, 2025 Information & Communications Technology Committee meeting was made by John Grizzoffi and seconded by Daisha Boehm. The motion carried by voice vote.

IV. Citizens' Comments

There were no citizens' comments.

V. Unfinished Business

FY2025/FY2027 Strategic Goals: The goals were rated as follows:
1. Secure funding to purchase Microsoft Office 2024 perpetual licenses and recurring annual Exchange email server licenses for all County offices, departments and officials—Active
2. Replace 6 physical servers used in the County's SAN (Storage Area Network)/virtual server environment—Reviewing
3. Implement SD-WAN (Software-Defined Wide Area Network) technology for transport services/Internet services between County facilities—Pending

VI. New Business

A motion to approve the one-year Broadcom VMware subscription license renewal for the County's production SAN/virtual server environment in the amount of $16,992.00 quoted by GovConnection, Inc to be paid from the General Capital Equipment Fund 048-47189-810, Activity Code 402 (SAN/Servers Reserve) was made by Jacob Ambrosia and seconded by Peggy Bastian. The motion carried by voice vote.

A motion to recommend awarding the 2026 Multi-County Orthophotography Project to Aerial Services, Inc in the amount of $26,796.00 (Jo Daviess County portion) as the lowest responsible bidder to be paid from the GIS Capital Equipment Fund 064-46180-810 was made by Jacob Ambrosia and seconded by John Grizzoffi. The motion carried by voice vote.

A motion to recommend a Request for Qualifications (RFQ) for freelance graphics design services to develop a County logo to be paid for from the Contingency Fund (016) to be reimbursed in FY2027 to the Capital Equipment Fund (048) was made by John Grizzoffi and seconded by Peggy Bastian. The motion carried by voice vote.

Review and discuss establishing a county GenAI Policy: Joe Kratcha, IT/GIS Director presented the first draft of the proposed GenAI policy for review. This draft copy was introduced at the recent Department Head meeting for discussion and input. There is no action being requested at this time, only a review by the committee. The committee agreed to move this to the February meeting for action.

Review and discuss using AI Agents to complete County Board member expense forms: The IT department and Administration had been asked by Member Boehm to investigate the possibility of "using AI or some similar software to enhance the ability to auto-populate board member expense reports for committees and board meetings attended that are using CivicPlus to generate board meeting notes". Staff reported that AI agents are costly, external tools do not integrate with CivicPlus or the County's financial system, and GAAP/GASB requirements prevent generating pay requests without proper approvals and internal controls. Member Boehm replied that she did not intend full AI agents; she felt staff could simply use roll call and known mileage to prepare the 17 members' per diem and mileage requests. Member Ambrosia agreed, noting the information already exists and staff preparing the forms would reduce the burden on board members. County Administrator Kaiser clarified that this would increase staff workload because CivicPlus does not integrate with the financial system, meaning all attendance data would still need to be manually transferred. She also emphasized that required audit approvals would remain, so the process would not be simplified. Kaiser concluded by noting that they are not saying the task cannot be done; however, completing it would require additional staff time and cost, and the Board would need to determine whether it wants to incur that expense.

Review and discuss P2018-6 GIS Cost Recovery Policy: Member Boehm submitted questions regarding this policy to Chairperson Holt, who forwarded them to IT/GIS Director Joe Kratcha to address. Kratcha compiled the policy's timeline from initial adoption in 2002 through eighteen revisions, and three different cost studies by independent vendors, to bring us to the current policy as it reads today. There were no questions.

VII. Reports

GIS Update: A written report was provided and presented by Joe Kratcha.

Website Update: A written report was provided and presented by Joe Kratcha. He anticipates implementation of the new County website on April 13-17, 2026.

IT Update: A written report was provided and presented by Joe Kratcha. Member Ambrosia asked if the new microphone system will be better than what we have now, because when you attend a meeting via Zoom, the audio volume is very low, making it very difficult to follow the meeting.

VIII. Citizens' Comments

There were no citizens' comments.

IX. Committee Member Concerns

There were no committee member concerns.

X. Adjourn

Motion to adjourn was made at 6:11 PM by Peggy Bastian and seconded by John Grizzoffi. Motion carried by voice vote.

Next committee meeting is Wednesday, February 25, 2026 at 5:30 p.m.