

COMMITTEE REPORT

COMMITTEE: Information & Communications Technology
CHAIRMAN: John Korth
DATE/TIME: August 31, 2022 at 5:30 pm.

PRESENT:

☒ Dianne Allendorf	☐ John Korth	☒ Robert O'Connor
☐ Janet Checker	☒ John Lang	☐ Hendrica Regez
☒ Don Hill		

Others: Joe Kratcha, IT/GIS Director
Scott Toot, County Administrator
Angie Kaiser, County Clerk & Recorder
Melisa Hammer, County Treasurer

MINUTES

1. **Call to Order.** County Board Chairman Hill called the meeting to order at 5:30 pm.
2. **Roll Call and Quorum Establishment.** Roll call was taken with 4 of 7 Committee members present. A quorum was established.
3. **Citizens Comments.** None.
4. **Approval of Minutes – Minutes from the March 30, 2022 ICTC meeting (attachment).** Lang made a motion to approve the minutes as presented. Allendorf seconded and the motion was approved unanimously.
5. **Budget Review Session (attachments).**

County Clerk & Recorder

O'Connor made a motion to approve the **County Clerk & Recorder General Fund Budget (001-40106)** and move forward to the Finance Committee with expenses of \$555,556.39. Allendorf seconded the motion which passed with all ayes.

Hill made a motion to **approve a recurring mandatory/necessary expense of \$750 for the County Clerk General Fund Budget (Line item 001-40106-702 Professional Services) for annual support and maintenance fees (see attached memo)** and move forward to the Finance Committee with a new target amount increase to \$556,306.39. Lang seconded the motion which passed with all ayes.

Allendorf made a motion to approve the **Elections General Fund Budget (001-40107)** and move forward to the Finance Committee with expenses of \$145,345.20. O'Connor seconded the motion which passed with all ayes.

Hill made a motion to approve the special fund budget for the **Recorder Automation Fund (028)**, the associated fund description, and move forward to the Finance Committee with revenues of \$78,025 and expenses of \$85,000. O'Connor seconded the motion which passed with all ayes.

O'Connor made a motion to approve the special fund budget for the **County Clerk Automation Fund (030)**, the associated fund description, and move forward to the Finance Committee with revenues of \$6,075 and expenses of \$4,000. Lang seconded the motion which passed with all ayes.

Lang made a motion to approve the special fund budget for the **Election Equipment Fund (049)**, the associated fund description, and move forward to the Finance Committee with revenues of \$20,050 and expenses of \$20,000. Allendorf seconded the motion which passed with all ayes.

GIS/IT

Allendorf made a motion to approve the **Information and Communication General Fund Budget (001-40110)** and move forward to the Finance Committee with expenses of \$355,678. Lang seconded the motion which passed with all ayes.

Lang made a motion to **approve a recurring necessary expense of \$8,139.48 for the Information and Communication General Fund Budget (Line items 001-40110-401, 421, 422, 431 Full-Time Salaries, Social Security, Medicare and IMRF – see attached memo) for wages and benefits** and move forward to the Finance Committee. O'Connor seconded the motion which passed with all ayes.

Allendorf made a motion to **decrease the Information and Communication General Fund Budget target amount by \$4,189.95 (Line items 001-40110-405, 421, 422, 431 Overtime Salaries, Social Security, Medicare and IMRF – see attached memo)** and move forward to the Finance Committee. Hill seconded the motion which passed with all ayes.

Hill made a motion to **approve a recurring necessary expense of \$1,920 for the Information and Communication General Fund Budget (Line item 001-40110-704 Telephone/Communications – see attached memo) for increased Internet bandwidth** and move forward to the Finance Committee. O'Connor seconded the motion which passed with all ayes.

O'Connor made a motion to **approve a new target amount of \$361,547.53 for the Information and Communication General Fund Budget (001-40110) as a result of the two approved necessary expenses and decrease of the target amount** and move forward to the Finance Committee. Lange seconded and the motion which passed with all ayes.

O'Connor made a motion to approve the special fund budget for the **GIS Automation Fund (058)**, the associated fund description, a minimum fiscal year end fund balance policy of \$57,901, and move forward to the Finance Committee with revenues of \$216,705 and expenses of \$231,602. Hill seconded the motion which passed with all ayes.

Allendorf made a motion to approve a special fund budget for the **GIS Capital Equipment & Investment Fund (064)**, the associated fund description, and move forward to the Finance Committee with revenues of \$25,007.20 and expenses of \$22,000. Lang seconded the motion which passed with all ayes.

6. **Consideration to approve the GIS software annual maintenance/support renewal per the Jo Daviess County Purchasing Ordinance (Parent Committee approval needed for purchases exceeding \$10k – attachment).** O'Connor made a motion to approve the GIS software annual

maintenance/support renewal at a cost of \$10,320 as presented. Allendorf seconded and the motion was approved with all ayes.

- 7. Discussion and possible action on Microsoft software license upgrades (attachment).** Lang made a motion to recommend to the County Board approval of purchasing Microsoft software license upgrades from Dell, the authorized reseller of the Illinois Microsoft Select Plus Agreement offering the best pricing to public entities, at a cost totaling \$39,359.04 to be paid from the General Capital Equipment Fund (048-46172-810.709 (Countywide software upgrades for Microsoft). Allendorf seconded and the motion was approved with all ayes.
 - 8. GIS Update (attachment).** The Committee reviewed the monthly GIS update.
 - 9. Website Update (attachment).** The Committee reviewed the monthly website update.
 - 10. Information Technology Update (attachment).** The Committee reviewed the monthly IT update.
 - 11. Other Matters.** None.
 - 12. Citizen's Comments.** None
 - 13. Adjourn.** O'Connor made a motion to adjourn at 7:05 pm. Allendorf seconded and the motion passed.
- The next regular IT Committee meeting is scheduled for Wednesday, September 28, 2022 at 5:30 pm.**