

Minutes of the Executive Committee Meeting

The Executive Committee of the McLean County Board met on Tuesday, October 14, 2014 at 4:30 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Sorensen; Members McIntyre, Segobiano, Gordon, O'Connor, Owens, Soeldner, Caisley (4:42 p.m.) and Erickson

Members Absent: None

Other Board Members Present: Members Schafer and Metsker

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator; Ms. Jude LaCasse, Assistant to the County Administrator; Mr. Don Knapp, First Civil Assistant State's Attorney

Department Heads/
Elected Officials Present: Mr. Craig Nelson, Director, Information Technologies

Others Present: Mr. Scott Koepfel, Assistant Director, Information Technologies

Chairman Sorensen called the meeting to order at 4:30 p.m.

Chairman Sorensen presented the minutes from the September 9, 2014 Executive Committee meeting for approval.

Motion by Segobiano/Owens to approve the Minutes of the September 9, 2014 Executive Committee Meeting.
Motion carried.

Chairman Sorensen presented the reappointments, appointments and resignations. He noted that there is only one reappointment.

Motion by Gordon/Segobiano to Recommend Approval of the Reappointment as Recommended by the Chairman.
Motion carried.

Chairman Sorensen presented a request for approval of a contract with WEBQA, Inc. for a FOIA product to track FOIA requests – Information Technologies.

Mr. Owens asked if this could save time and personnel money. Mr. Nelson replied that a lot of time is spent manually managing many employee processes now, and this will help offset that time.

Motion by Segobiano/McIntyre to Recommend Approval
of a Contract with WEBQA, Inc. for a FOIA Product.
Motion carried.

Chairman Sorensen presented a request for approval of Critical Personnel Hiring Requests – County Administrator's Office. He noted that an updated copy was distributed to the Committee.

Ms. Eisner reviewed the Critical Personnel Hiring Requests, as follows:

Justice Committee

Sheriff

- 1) Request to fill 1.0 FTE Deputy Patrol Officer

The Sheriff's has one vacant Deputy Patrol Officer Position. The vacancy is the result of a resignation. The Sheriff cannot meet minimum staffing for all shifts with the current number of deputies and must require deputies to work overtime to fill any gaps. The Sheriff must have all positions filled to meet minimum staffing for all shifts. This position must be filled to insure public safety.

- 2) Request to fill 1.0 FTE Correctional Officer Position

The Sheriff has one vacant Correctional Officer position due to a retirement. The Sheriff's budget includes funds for 48 FTE correctional officers. There were 47 correctional officers on staff prior to this vacancy and this opening reduces the staffing to 46. The jail must have 48 correctional officers to maintain minimum staffing for all shifts. This position must be filled to maintain jail security.

State's Attorney's Office

- 1) Request to fill 1.0 FTE Assistant State's Attorney I Position

The State's Attorney's Office has one ASA I position in Child Support due to a transfer. This position is responsible for handling half of the case load of the child support cases filed by that department and the duties include the preparation of petitions, preparing the cases for hearings, negotiating child support orders, and presenting evidence in those hearings where there is no agreement. This program is grant funded and has to meet production standards to retain funding. It is essential that the second attorney position be filled to insure meeting those standards.

2) Request to fill 1.0 FTE Assistant State's Attorney I Position

The State's Attorney's Office has an Assistant State's Attorney position due to a resignation. This ASA I position is currently assigned to handle Major Traffic and DUI cases. The duties and responsibilities include the preparation of motions, correspondence and other documents as well as preparing for and appearing in court for all hearings pertinent to the prosecution of Major Traffic and DUI cases. Preparation includes being familiar with all aspects of each case; talking with all pertinent witnesses regarding their testimony; and making sure that all the evidence is ready to present, i.e. necessary laboratory work has been completed and the resulting reports received. This division carries a large caseload and the work cannot be absorbed by existing staff given the caseload.

3) Request to fill 1.0 FTE Victim/Witness Coordinator Position

The State's Attorney's Office has a Victim/Witness Coordinator position vacancy due to a resignation. This position serves as an intermediary between witnesses and victims and the prosecutors handling the cases. That involves not just helping communicate with the public, but also coordinating when victims/witnesses should appear for court hearings. A victim/witness coordinator also helps determine if victims have requested any restitution information. This position is assigned to the misdemeanor cases.

Circuit Clerk's Office

1) Request to fill 1.0 FTE Supervising Office Support Specialist Position

The Circuit Clerk's Office has a vacant Supervising Office Support Specialist position in the Traffic Division due to a resignation. The principal duties of this position include, but are not limited to: monitor work flow for the customer support team. In conjunction with team members, develop and recommend modifications to work flow, policies and procedures; provide guidance, suggestions and information to team members to ensure accurate, efficient customer support; provide input to the performance evaluations of team members; assist at public counter and answer phone; set court dates in EJS, run paper work; enter disposition and sentences, assess fine and costs, receipt money, run credit card receipts, enter appearances; enter docket entries from case file into EJS; process all DUI files that have been sentenced, close DUI files when paid in full; transfer bond and paperwork, make docket entries on files that have been upgraded to a Felony.

2) Request to fill a 1.0 FTE OSSI Position

The retirement of a staff member has created a vacant OSS 1 position in the Circuit Clerk's Traffic Division. The principal duties of this position include, but are not limited to: receives and proofreads all citations from the arresting agencies in

McLean County; file stamps and creates case folders, prints custody list every morning; pulls all traffic cases with a custody hearing that day, pulls transmittals; verifies a match with paperwork from Sheriff's department, checks notifications periodically through the day to determine if charges need to be added to an existing case or new charge is to be filed by information.

Finance Committee

Health Department

1) Request to fill 1.0 FTE Public Health Communication Specialist

The Health Department has one vacant Public Health Communication Specialist/PIO (Class 8113, Grade 9 Full-time) position. The vacancy is the result of a resignation. This key position serves as the public relations consultant responsible for planning, developing, and implementing a public health media and community relations programs for the health department. This position also serves as the primary marketing director for health department programming, maintains the health departments website and manages all the social media communication sites for the health department including Face book and Twitter communication. It is critical this position be filled immediately as communication, marketing, and health promotion efforts are key elements of good public health. This position also acts as the communication link with all local media, including both print and video.

2) Request to fill 1.0 FTE Health Promotion Program Manager

The Health Department has one vacant Health Promotion Program Manager (Class 8117, Grade 10 Full-time) position. The vacancy is the result of a resignation. This key position is responsible for the planning, developing, directing, and evaluating the health promotion programs of the department. These include all the health promotion community grants, oversight of the department strategic plan and IPLAN programs and acts as the interface with the county for county wellness programming. This position also coordinates grant application research and managing all health program communication and data collection used to support prevention programming for the organization. This position manages a staff of three health promotion specialists, one administrative specialist/graphics design position and co-manages the communication specialist. This position must be filled immediately.

McLean County Animal Control

1) Request to fill .50 FTE Animal Control Warden position

The McLean County Animal Control has a .50 Animal Control Warden position. The vacancy is the result of a resignation. This part-time position could work holidays, evenings, and weekends. Duties include responding to calls, stray animal pick-up, and working at the Animal Control Center.

Nursing Home

1) The following positions were vacated and refilled pursuant to the patient care exemption: 2 FTE Certified Nursing Assistants, 1 FTE Cook and 1 FTE Social Services Assistant.

Motion by Owens/O'Connor to Recommend Approval of Critical Personnel Hiring Requests – County Administrator's Office.
Motion carried.

Mr. George Gordon, Chairman, Land Use and Development Committee, advised that the Land Use and Development Committee brings no items for action to the Executive Committee.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Gordon.

Mr. Jim Soeldner, Chairman, Transportation Committee presented a request for approval of an Intergovernmental Agreement between the City of Bloomington and the County of McLean for Traffic Signal upgrades at Towanda Barnes Road and Fort Jesse Road.

Motion by Soeldner/Segobiano to Recommend Approval of an Intergovernmental Agreement between the City of Bloomington and the County of McLean for Traffic Signal upgrades at Towanda Barnes Road and Fort Jesse Road.
Motion carried.

Mr. Soeldner presented a request for approval of an Intergovernmental Agreement between the Town of Normal and the County of McLean for Traffic Signal upgrades at Towanda Barnes Road and Raab Road.

Motion by Soeldner/Gordon to Recommend Approval of an Intergovernmental Agreement between the Town of Normal and the County of McLean for Traffic Signal upgrades at Towanda Barnes Road and Raab Road.
Motion carried.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Soeldner.

Mr. Paul Segobiano, Chairman, Property Committee, advised that the Property Committee brings no items for action to the Executive Committee.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Segobiano.

Mr. John McIntyre, Ranking Member, Justice Committee, presented a request for approval of a Task Force 6 Grant 411220: Expanding Multi-Jurisdictional Narcotics Unit – Sheriff's Department.

Motion by McIntyre/Owens to Recommend Approval of a Task Force 6 Grant 411220: Expanding Multi-Jurisdictional Narcotics Unit – Sheriff's Department
Motion carried.

Mr. McIntyre presented a request for approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance (Nuclear Safety Preparedness Grant), General Fund 0001, EMA Department 0047 - EMA.

Motion by McIntyre/Soeldner to Recommend Approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2014 Combined Annual Appropriation and Budget Ordinance (Nuclear Safety Preparedness Grant), General Fund 0001, EMA Department 0047 - EMA.
Motion carried.

Chairman Sorensen asked if there were any additional questions or comments. Hearing none, he thanked Mr. McIntyre.

Mr. Ben Owens, Chairman, Finance Committee, advised that the Finance Committee brings no items for action to the Executive Committee.

Mr. Owens stated that the agenda for the Special Finance Committee Meeting on Wednesday, October 15th reflected a 4:00 p.m. starting time instead of 4:30. He asked that Committee members let Ms. LaCasse know if they can attend at 4:00 p.m.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Owens.

Mr. Bill Wasson, County Administrator, introduced the review of the Fiscal Year 2015 Recommended Budget for the departments that are under the oversight of the Executive Committee, namely Information Technologies and County Administration.

Information Technologies Department 0001-0043 can be found on pages 213-219 of the FY'2015 Recommended Budget and pages 82-86 of the Summary in the Executive Committee Packet.

Highlights of the Recommended Budget:

REVENUE

410.0084 Data Communication: This revenue line item account has been budgeted at \$2,208 and is the expected revenue from the Town of Normal for shared T-1 line access.

410.0086 Reimbursement/Computer Services: This revenue line item account has been budgeted at \$99,500 in the FY'2015 Recommended Budget, the same as the FY'2014 Adopted Budget.

450.0011 Transfer from Other Funds: This revenue line item account increases from \$139,610 in the FY'2014 Adopted Budget to \$149,123 in the 2015 Recommended Budget to reflect anticipated expenses based on actual usage. The County continues to recognize savings from the VOIP phone system and long distance. Revenue continues to be transferred to Information Technologies from the Circuit Clerk's Court Automation Fund and from the County Collector's Automation Fund.

EXPENDITURES

Personnel:

The FY'2015 Recommended Budget includes no changes to Full Time positions.

Materials and Supplies:

All of the Commodity line item accounts have been budgeted within 3% or \$500 of the FY'2014 Adopted Budget except for the following:

620.0002 Computer Hardware: Increases from \$30,650 to \$33,900 based upon recommended computer equipment replacement in FY 2015.

621.0001 Non-Major Equipment: This line item increases from \$960 in the FY' 2014 Adopted Budget to \$3,000 in the FY'2015 Recommended Budget to reflect actual expenditures over the past five years.

621.0005 Computers Under \$1000: This line item decreases from \$90,100 in the FY' 2014 Adopted Budget to \$29,100 in the FY'2015 Recommended Budget due to the need to replace a large number of computers in FY'2014 to upgrade to Windows 7 and the move toward more virtualized applications.

Contractual Services:

All of the Contractual line item accounts have been budgeted at 3% of or within \$500 of the FY'2014 Adopted Budget with the following exceptions:

750.0004 Software License Agreements: This line item account has increased from \$230,549 in the FY'2014 Adopted Budget to \$251,100 in the FY'2015 Recommended Budget based upon prior year's actual expenses and projected expenses in 2015.

769.0001 Interest Expense: This line item account has decreased from \$7,346 in the FY'2014 Adopted Budget to \$2,840 in the FY'2015 Recommended Budget based upon the actual interest expense for telephone system leases.

795.0003 Telephone Expense: This line item account increases from \$53,440 in the FY'2014 Adopted Budget to \$56,600 in the FY' 2015 Recommended Budget due to increases in taxes and fees, yellow page expense and cell phones. This reflects the completion of movement of telephone expenditures relating to the VOIP system to Information Technologies.

Capital Outlay:

832.0002 Lease/Purchase Office Equipment: This line item account decreases from \$140,373 in the FY'2014 Budget to \$138,000 in the FY'2015 Recommended Budget to recognize the lease purchase expenditures relating to the VOIP telephone system Information Technologies.

833.002 Purchase/Computer Equipment: This line item increases from \$19,000 in the FY'2014 Budget to \$43,500 in the FY'2015 Recommended Budget to cover the cost of a new database server, app server and tape backup for EJIS, updates to the network closet, 1 laptop for staff and the extension of 10 gb capability to the Government Center server room.

850.0001 Capitalized Assets: The FY'2015 Recommended Budget for this line item account totals \$95,000. Included are a new Aruba 7210 controller at \$15,000, Hybrid Storage for app visualization at \$52,000 and 2 ESX Hosts for app virtual support at \$30,000.

Mr. Wasson asked Mr. Nelson to provide additional information on the capital purchases.

Mr. Nelson advised that in Line 833.002 Purchase/Computer Equipment there are a number of infrastructure increases where the extension of the fiber thread throughout the facility is being improved. He noted that changes are being made to the way technology is being done in the County, which is reflected in the 850.0001 line Capitalized Assets. Mr. Nelson stated that currently, to install a program such as EJS, it is necessary to install individually on each PC unless it is a web-based

program. A shift is being made to virtualized programs where it will be possible to upgrade programs for all PCs in one place at one time. Mr. Nelson noted that it is expensive to get the equipment that is necessary to provide this technology, but the man hours necessary to make changes on the current operating system will be reduced.

Mr. Nelson stated that in Line 850.0001 Capitalized Assets a new wireless controller will be provided for the wireless system resulting in a stronger wireless access with more access points.

Mr. Owens asked if these upgrades and changes need to be done in one year or can it be spread out over time to save money. Mr. Nelson replied that these are huge components that need to come in on one forklift. He indicated that the County has data storage right now, but it is not the kind of data storage that is rated to give people a quality experience running this kind of infrastructure. Mr. Nelson added that the number of physical PC's that need to be replaced will be reduced, and will be an on-going reduction. He explained that a lot of this power will be housed in the larger equipment that is being purchased.

Mr. Owens asked how much will be saved by reducing the purchase of computers. Mr. Nelson replied that there will be only 30 computer purchases in 2015 as compared to 2014 and 2013 where there were closer to 94-95 PCs purchased per year. He indicated that there are 850 work stations throughout the County which are being supported by three technicians going to each computer. He added that the Health Department and Highway Department also purchase computers out of their budgets.

After additional discussion, Chairman Sorensen called for a motion.

Motion by Segobiano/Gordon to recommend tentative approval of the Information Services Department – (0001-0043) FY'2015 Recommended Budget as submitted.

Motion carried with Mr. Owens and Mr. Erickson voting "no."

County Administrator's Office 0001-0002 can be found on pages 12-16 of the FY'2015 Recommended Budget and pages 87-89 of the Summary.

Highlights of the Recommended Budget:

REVENUE

410.0005 Unclassified Revenue: This line item account is budgeted at \$2,589 in the FY'2015 Recommended Budget to provide for reimbursement the Department has received for the past three years for an internship program the Department participates in.

EXPENDITURES

Personnel

There is a one (1) FTE position increase in the FTE staffing level from the FY'2014 Adopted Budget. A full-time Director of Administrative Services has been budgeted for FY'2015.

Materials and Supplies

All Materials and Supplies line item accounts (600's) in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of the FY' 2014 Adopted Budget, except for the following.

628.0001 Copying Expenses: This line item account has decreased from \$8,000 in the FY'2014 Adopted Budget to \$6,000 in the FY'2015 Recommended Budget based upon a review of the last five years' expenditures.

Contractual Services

All Contractual line item accounts (700's) in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of the FY'2014 Adopted Budget, except for the following:

0718.0001 Schooling /Conferences: Increases from \$2,508 in the FY'2014 Adopted Budget to \$4,500 in the FY'2015 Recommended Budget due to the need to train an additional staff member.

0784.0001 Auditing Expense: Increases from \$105,000 to \$110,000 based upon recommended contracts for Auditing expense and projected related expenses.

Motion by Segobiano/Caisley to recommend tentative approval of the County Administrator's Office (0001-0002) FY'2015 Recommended Budget as submitted.
Motion carried.

Chairman Sorensen called for a motion to go into *Executive Session* to discuss Pending Litigation with the Committee Members and Staff.

Motion by McIntyre/Segobiano to Recommend the Executive Committee go into *Executive Session* at 4:56 p.m. to discuss Pending Litigation with the Committee Members and Staff.

Motion carried.

Motion by Segobiano/Owens to recommend the Executive Committee return to *Open Session* at 5:31 p.m.

Motion carried.

Mr. Wasson indicated that it is necessary to determine a date for the November Executive Committee meeting which falls on Veteran's Day. After a discussion, it was determined that the Executive Committee will meet on Monday, November 10th at 4:30 p.m.

Chairman Sorensen presented the September 30, 2014 bills and transfers as recommended and transmitted by the County Auditor for payment. The Fund Total is \$164,334.28 and the Prepaid Total is the same.

Motion by Caisley/Owens to recommend approval of the Executive Committee bills and transfers for September 30, 2014 as presented to the Committee by the County Auditor.

Motion carried.

Minutes of the Executive Committee

October 14, 2014

Page **12** of **12**

There being no further business to come before the Committee, Chairman Sorensen adjourned the meeting at 5:33 p.m.

Respectfully Submitted,

Judith A. LaCasse

Recording Secretary