

*Note: These minutes are not official until approved by the Ad Hoc Website Review Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.*

DeKalb County Government  
Sycamore, Illinois

**Ad Hoc Website Review Committee Minutes  
July 27, 2017**

The Ad Hoc Website Review Committee of the DeKalb County Board met on Thursday, July 27, 2017 at 7 p.m. in the Community Outreach Building's Conference Room West in DeKalb, Illinois. Chairman Pietrowski called the meeting to order. The roll reflected that the Members present were Ms. Askins, Mr. Bagby, Mrs. Emmer, Mr. Faivre, Mr. Whelan, and Chairman Pietrowski. Mr. Osland and Ms. Willis were absent. A quorum was established.

Others present were Gary Hanson, Joan Hanson, Jolene Willis, and Lisa Sanderson.

**APPROVAL OF THE AGENDA**

**Ms. Askins moved to approve the agenda as presented and Mr. Whelan seconded the motion. The motion was carried unanimously by voice vote.**

**PUBLIC COMMENTS**

There were no public comments made.

**REVIEW AND DISCUSSION OF COUNTY'S WEBSITE**

Chairman Pietrowski invited Information Management Office Director Joan Hanson and DeKalb County's Website Content Manager Lisa Sanderson to the table to review the history of how the County's website began and what content it contains today.

Ms. Hanson explained that the County has 20+ diverse Departments and all of those Departments have information to provide to the public. The overriding themes of the website are timeliness, accuracy, and providing a central place that everyone can come to and capture the information they are looking for. Ms. Hanson continued by sharing how the County's website was created by a summer college intern and how it has evolved to where it is today.

Ms. Sanderson shared that she manages and updates all of the content on the County's website. She also shared that the County's current website has 13,801 pages, 1,277 images, 8,261 PDFs, and 61,468 hyperlinks (4,143 external and 57,325 internal). There are disclaimers and policies in place involving the website and the County's social media accounts. Ms. Sanderson detailed many tasks that go into keeping the website up-to-date, transparent, and how there is an ongoing effort of making forms fillable and allowing all content to be accessible within three clicks. ADA compliance and what programs and servers are used to maintain the website was also reviewed.

The Committee took a sneak peek of the DeKalb County Regional Office of Education's new Professional Development Website. It provided a fresh, new look and the option to do online registrations which the County has not been involved with before. Ms. Hanson noted that it is always challenge to provide a service to each County Department with oversight and still maintain the goal of accuracy and timeliness and at the same time being inclusive and generic enough to keep everyone onboard.

Ms. Sanderson shared that the top ten pages most visited within the County's website are: Job Opportunities, Circuit Clerk's Online Records, GIS Maps, Welcome Page, Remote Access, Treasurer's FAQ, Assessor's Office, ROE Job Opportunities, IMO/GIS Web. She also indicated that there is a search field and it was assumed that would get used quite often as well.

The Committee and group continued to review website content and design aspects. Future apps were discussed and the group additionally reviewed other County's websites and Local Governments to see how their websites compared to DeKalb County's.

There was a suggestion that more video tutorials on how the website works may be beneficial. DeKalb County Economic Development Coordinator Jolene Willis additionally spoke on exploring what the best format is and what's available to her to market the County through the website and social media pages.

Chairman Pietrowski reviewed in the upcoming meetings, they need to continue to look at content (possibly look at amore simplistic look), exploration of the design aspect, ensuring that the page and content is secure, reviewing video and audio interactive aspects, exploring any apps, and making sure the site is linking and featuring the best resources.

#### **NEXT MEETING DATE**

It was determined that the next Ad Hoc Website Review Committee Meeting would take place on Thursday, August 24<sup>th</sup> at 7:00 p.m. in the Community Outreach Building's Conference Room West in DeKalb.

#### **ADJOURNMENT**

It was moved by Ms. Askins, seconded by Ms. Emmer and it was carried unanimously to adjourn the meeting.

Respectfully submitted,

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Chairman Mark Pietrowski

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Tasha Sims, Recording Secretary

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