

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
January 16, 2018**

The Ad Hoc Website Review Committee of the DeKalb County Board met on Tuesday, January 16, 2018 at 6:30 p.m. in the Administration Building's Conference Room East in Sycamore, Illinois. Chairman Pietrowski called the meeting to order. The roll reflected that the Members present were Ms. Askins, Mr. Faivre, Mr. Whelan, Ms. Willis, and Chairman Pietrowski. Those absent were Mr. Bagby, Mrs. Emmer, and Mr. Osland. A quorum was established with five Members present and three absent.

Others present were Gary Hanson and Sheila Santos.

APPROVAL OF THE MINUTES

It was moved by Mr. Faivre, seconded by Mr. Whelan and it was carried unanimously to approve the minutes from the September 28, 2017 meeting.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENTS

There were no public comments made.

EVALUATION OF DESIGN PROPOSALS

Chairman Pietrowski shared that his first goals for this project was to have a vendor selected before the start of the new year but once the bid requests went out and the County received twenty-five proposals back, it was clear that this decision would not happen until after the new year. He added that he wanted to ensure that they did their due diligence and they really vetted through the proposals very well. One of the goals of the Committee were to see if they could stick with a vendor that was local (DeKalb County or the State of Illinois), Chairman Pietrowski noted.

Mr. Hanson shared that he narrowed the proposals down to ten from the original twenty-five and then he went through them again and narrowed the proposals down to five. He then gave those five proposals to Ms. Santos and Ms. Sanderson and asked them to provide their top three. After they both chose their top three proposals, it was found that they had two of the same and those two were brought to the Committee for review.

The two proposals that the Committee had before them were Trittenhaus Designs out of Sycamore, Illinois and Chrip Media, LLC out of Champaign, Illinois.

Ms. Santos provided highlights of each proposal along with not only her thought but Ms. Sanderson's notes and highlights that she took as well on both proposals. She additionally

described how Trittenhaus provided two different price estimates based on continuing to use DreamWeaver or going with WordPress. Ms. Santos shared the benefits of the County using WordPress for their next website and Chairman Pietrowski agreed that he would like to see the County get away from utilizing DreamWeaver and switch to WordPress.

Additional discussion ensued regarding the current website's content and ensuring all ADA requirements are met and that the content is as transparent as possible with the newly designed website. Mr. Hanson noted that the Committee had two options, to interview both of the candidates or if the Committee were learning more towards Trittenhaus, they could interview just them and if they are happy then stop or continue on. He also added that he was open to having County Administration and internal staff doing the interviews or to have the Committee conduct the interviews.

The Committee additionally visited websites that were designed by both companies to compare each and get an idea of what their design styles are like.

Through further examinations of the different websites, Chairman Pietrowski along with some other Committee Members noted that they were all leaning more towards asking additional questions to just Trittenhaus Design.

NEXT STEPS IN WEBSITE RE-DESIGN PROCESS

Mr. Faivre made a motion to direct staff to set up an interview with Trittenhaus Design to gain further insight on some additional questions that the Committee had and if their answers fall in line with the Committee's goals, then the Committee hereby approves that the County hire Trittenhaus Design to re-design the County's Website. Ms. Askins seconded the motion and it was carried unanimously by voice vote.

ADJOURNMENT

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

Respectfully submitted,

Chairman Mark Pietrowski

Tasha Sims, Recording Secretary

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