

Note: These minutes are not official until approved by the Finance 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

**Finance Committee Minutes
May 5, 2021**

The Finance Committee of the DeKalb County Board met virtually via Zoom on Wednesday, May 5, 2021. Chairman Bagby called the meeting to order at 7:00 p.m. Those Members present were Mr. Scott Campbell, Mr. Bill Cummings, Mr. Steve Faivre, Mr. John Frieders, Ms. Dianne Leifheit, Mr. Jim Luebke, and Chairman Tim Bagby. A quorum was established with all seven Members present.

Others present via Zoom included Brian Gregory, Derek Hiland, Jim Scheffers, Sheila Santos, Kathy Lampkins, Roy Plote, and a couple additional members of the public.

APPROVAL OF THE AGENDA

It was moved by Mr. Luebke and seconded by Mr. Cummings to approve the agenda as presented. Those Members voting yea were Mr. Campbell, Mr. Cummings, Mr. Faivre, Mr. Frieders, Ms. Leifheit, Mr. Luebke, and Chairman Bagby. The motion carried unanimously by roll call vote.

APPROVAL OF THE MINUTES

It was moved by Mr. Faivre and seconded by Mr. Cummings to approve the minutes of the April 7, 2021 Meeting and the April 14, 2021 Special Meeting. Those Members voting yea were Mr. Campbell, Mr. Cummings, Mr. Faivre, Mr. Frieders, Ms. Leifheit, Mr. Luebke, and Chairman Bagby. The motion carried unanimously by roll call vote.

PUBLIC COMMENTS

There were no public comments.

INFORMATION MANAGEMENT OFFICE ANNUAL REPORT

Information Management Office Director Sheila Santos joined the Committee to provide them with her 2020 Annual Report. She shared that 2020 started off as a year usually does. The IMO team gathered and discussed both big and small tasks and kicked off project planning for the upcoming year. With the onset of COVID-19, IMO was shifted into high-gear to tackle unanticipated projects. We assisted departments as they moved to remote environments, helped those who remained onsite with hybrid technology tools, tackled technology that was never anticipated, and implemented numerous additional tools needed to make sure DeKalb County Government could continue to provide services as best as possible. This year's annual report from IMO highlights a variety of achievements in 2020, and challenges along the way.

IMO's role is constantly evolving. Below is a general list of IMO's responsibilities as of 2020.

- Support network infrastructure
- Provide and support County voice network
- Ensure network security
- Provide reliable backups and storage of data

- Work with various County Departments and vendors on technology-related needs
- Design and maintain custom databases
- Maintain disaster recovery and avoidance plans
- Future technology planning
- Desktop support
- Develop and maintain geographic related features
- Produce analytical maps
- Perform data and spatial analysis
- Maintain 911 map layers for use with 911 calls
- Create custom websites
- Provide accurate, complete and timely entry of data into DeKalb County's property tax system
- Interpret and label conveyance documents recorded in the DeKalb County Recorder's Office for entry in the property tax system
- Update the digital cadastral base map (a map showing the boundaries of subdivisions of land, usually with the bearing and lengths thereof and the areas of the individual tracts, for the purposes of describing and recording ownership).
- Provide Community Anchor Institutes (government offices, schools, police departments, libraries) with fiber optic network
- Support fiber optic network throughout County

Ms. Santos highlighted IMO's most 2020 notable projects, which included:

- 102 Audio/Video Projects Completed
- Squads Technology Installed
- 26,000 Monthly Visitors to IMO Designed Websites
- 86 Computer Deployed
- 50+ Webcams Deployed
- WIFI Upgrades
- 19 Database Upgrades
- Security Camera Projects
- COVID-19 Mapping
- Election Technical Support
- Next Generation 911
- Electronic Timecards
- 10 Communities Signed on for CEDS GIS Project
- Data Accessibility Changes
- Township Assessor Map Program
- Decennial Census Work
- Sheriff's Body Camera Project

Looking ahead to 2021, IMO has many projects in the works. Since many items were put on hold and replaced with unexpected project in 2020, 2021 will be consumed with revisiting projects that had been pushed back, as well as those already planned for 2021.

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FACILITIES MANAGEMENT OFFICE

Request to Fill a Staff Vacancy

FMO Director Jim Scheffers joined the Committee to share that he once again was losing his secretary. Mr. Scheffers was requesting the authority from the Committee to recruit for a replacement for his Secretary B position in accordance with Section 5-5 of the County Code.

Mr. Scheffers believes that the reason the secretarial staff isn't staying is because of the pay and them being located in the basement of the Public Safety Building. Mr. Gregory noted that he and Mr. Scheffers have had conversations and will have a follow-up conversation about some possible ideas to helpfully help him and his Department.

It was moved by Mr. Campbell, seconded by Ms. Leifheit to authorize Mr. Scheffers to recruit for a new Secretary B position in FMO. Those Members voting yea were Mr. Campbell, Mr. Faivre, Mr. Frieders, Ms. Leifheit, Mr. Osland, Ms. Slabon, and Chairman Bagby. The motion carried unanimously by roll call vote.

Annual Report

Mr. Scheffers additionally provided the Finance Committee with his 2020 Annual Report. Mr. Scheffers showed a PowerPoint presentation that provided the Committee with an overview of work orders that the FMO staff accomplished in 2020, as well as pictures that detailed the major projects that FMO was faced with throughout the multiple Government Campuses over the past year. Mr. Scheffers emphasized that in 2020, FMO completed 12,899 work orders. He estimated that 2021 work orders will reach around 14,730. Due to meetings being held virtually in 2020, FMO did not have to set up meeting rooms but once that starts up again, they run on average of setting up close to 700 meetings.

Sycamore Campus projects in 2020 consisted of:

- Cage Project in the Jail Basement
- Camera placed in the front courtyard of the Courthouse
- LED lighting placed in all buildings on Campus
- Replaced Roof Top Units in the Legislative Center, Administration Building, and Public Safety Building
- COVID Personal Protective Equipment placed in all DeKalb County Offices.

DeKalb (Health) Campus project for 2020-2021 are:

- Health Department and Nursing Home Roofing Research
- LED lighting placed in all buildings on Campus

CONSIDERATION OF COURTHOUSE RECONFIGURATION PROJECT

Mr. Gregory expressed that he wanted to reintroduce this project to the Finance Committee and bring it as a consideration and not an action item at this time. May of 2020, the Finance Committee had identified a all of the funding sources for the estimated project cost of \$1,750,000. With the COVID-19 pandemic beginning, they decided to wait and see what would happen and did not go forward with the funding Resolution yet. In September of 2020, it was brought to them again, but the Committee agreed that the uncertainty of the County's finances and with the pandemic still running rapid, they did not feel comfortable with approving the funding for the project and wanted to postpone any decisions until early-mid 2021.

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At this time, the funding is still the same and is still being proposed as follows: The financing plan which is estimated to cost around \$1,750,000, including the architect fees already approved (\$70,000), would be managed by the DeKalb County Public Building Commission with the funding for this project to come from three sources: (a) \$686,000 from monies received from the City of DeKalb from the close-out of their 23 year Tax Increment Financing District #2, (b) \$411,000 from a one-time generation of revenue which came about because of the change in timing of when sales tax revenues are disbursed to the County from the City of DeKalb under the sales tax revenue sharing agreement, and (c) \$653,000 from the County's Opportunity Fund.

Again, this project provides a design layout that has been developed and embraced by the various offices which would (a) locate the State's Attorney's Office in the third-floor space set-aside for expansion; (b) located in the State's Attorney's current office space on the first floor of the Courthouse would be the Public Defender's Office; and (c) located in the current Public Defender's office in the basement of the expanded Courthouse would be both the Treatment Court and Pre-Trial offices.

Mr. Gregory explained that when time permits, he likes to bring items to the Committee first as a consideration in order to allow everyone to digest the information and ask any questions they may have. He did the same thing with the Public Building Commission yesterday morning.

DEKALB COUNTY REHAB & NURSING CENTER FINANCIAL UPDATE

Mr. Gregory shared that in June the Committee will receive a more comprehensive report from the Nursing Home. He also confirmed that they have not yet dipped into the \$2 million cashflow support allotment.

Unfortunately, at this time, the County has not received much more information about the American Rescue Plan funding guidance. The County has done all of the prep work to ensure they have their DUNS number and are SAM registered and are ready for further guidance.

ADJOURNMENT

Mr. Luebke moved to adjourn the meeting at 7:54 p.m. Mr. Cummings seconded the motion. Those Members voting yea were Mr. Campbell, Mr. Cummings, Mr. Faivre, Mr. Frieders, Ms. Leifheit, Mr. Luebke, and Chairman Bagby. The motion carried unanimously by roll call vote.

Respectfully submitted,

Tim Bagby, Chairman

Tasha Sims, Recording Secretary