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DeKalb County Government
Sycamore, Illinois

**Finance Committee Minutes
October 5, 2022**

The Finance Committee of the DeKalb County Board met on Wednesday, October 5, 2022, in the Legislative Center's Gathertorium in Sycamore, Illinois. Chairman Bagby called the meeting to order at 7:00 p.m. Those Members present were Mr. Scott Campbell, Mr. Steve Faivre, Mr. John Frieders, Ms. Dianne Leifheit, Mr. Jim Luebke, and Chairman Tim Bagby. A quorum was established with six Members present and one absent at the time of roll call.

Others present included Brian Gregory, Derek Hiland, Liam Sullivan, Jim Scheffers, Sheila Santos, and Chad Bergeson.

APPROVAL OF THE AGENDA

It was moved by Mr. Luebke, seconded by Mr. Faivre and it was carried unanimously by voice vote to approve the agenda as presented.

APPROVAL OF THE MINUTES

It was moved by Mr. Campbell, seconded by Mr. Frieders and it was carried unanimously to approve the minutes of the September 7, 2022, Finance Committee Meeting.

PUBLIC COMMENTS

There were no public comments.

INFORMATION MANAGEMENT OFFICE ANNUAL REPORT – [Link to Full Report](#)

Information Management Office (IMO) Director Sheila Santos joined the Committee to provide them with her 2021 Annual Report. The IMO team consists of a group of people with a very specialized skillset. Each team member brings forth a different specialty. This allows them to address a wide variety of issues that a typical IT department would otherwise rely on outside vendors to assist with. They lean on one another, learn from one another and work together in order to find the solution to complex problems, while keeping day-to-day operations running smoothly.

IMO's role is constantly evolving as technology becomes more prevalent, needs of departments change and demand on using in-house resources increases. A general list of IMO's responsibilities as of 2021 were:

- Support network infrastructure
- Provide and support County voice network
- Network security
- Backups and storage of data and files
- Work with various County departments and vendors on technology upgrades
- Deploy and implement new software for departments

- Design and maintain custom databases
- Plan, deploy and maintain audio/visual equipment
- Assist departments with audio and video editing and redacting
- Desktop support
- Computer, printer and other technology deployments
- Provide support to neighboring police agencies
- Support squad car technology
- Assist departments with FOIA requests
- Develop and maintain geographic related features and maps
- Produce analytical maps
- Perform data and spatial analysis
- Maintain 911 map layers for use in 911 system
- Create and maintain custom websites
- Provide accurate and timely entry of data into County's property tax system
- Update digital cadastral base map (boundaries of subdivisions of land, bearing and lengths of areas, description and recording of land information)
- Provide mapping support to communities

Ms. Santos highlighted IMO's most 2021 notable projects. Looking ahead, IMO has many projects in the works. There are many significant upgrades that need to occur to back-end network equipment, as well as many major projects that will be very time-consuming, but essential for seamless operations moving forward. Those projects include:

- 102 computers due for replacement
- First full year of assuming webmaster duties
- Audio/Video upgrades in select conference rooms
- Major overhaul to email system
- Major overhaul to phone system
- Upgrade anti-virus software countywide
- Implement more security features
- Continue to transition Mapping functions from Assessor's Office to IMO
- Upgrade backbone equipment
- Expand on security cameras
- Server upgrades and replacements
- Work with judges to expand on technology in the courtrooms
- Implement new backup software
- Increase backup capacity
- Increase available content on website
- Expand on community mapping program
- GIS field data collection
- Upgrade interactive mapping website tools

In addition to the Annual Report, GIS Analyst Chad Bergeson provided the Committee with a live demonstration of GIS's new programs to help the County and its communities in an effort to

encourage economic development. As well as additional mapping tools they have created for communities and their assessors.

FACILITIES MANAGEMENT OFFICE ANNUAL REPORT

Mr. Scheffers provided the Finance Committee with his 2021 Annual Report. Mr. Scheffers showed a PowerPoint presentation that provided the Committee with an overview of work orders that the FMO staff accomplished in 2021, 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 2021, FMO completed 14,897 work orders.

Sycamore Campus projects in 2021 consisted of:

- Repairs to the Courthouse Wall in the Atrium
- 911 Office Upgrade & CAT-5 Pulls
- Removing Benches from Courtroom 100, Due to COVID

Mr. Scheffers shared that he will have a part-time position open. Mr. Gregory mentioned that there have been a couple injuries recently with FMO staff. One employee will be off for the next six months and an anticipated retirement soon. Mr. Gregory noted that he would recommend filling the part-time position with a full-timer. That will help bridge the gap in the lack of staff and then upon the anticipated retirement, they can look at hiring the part-time position, if need be. The Committee agreed with the recommendation, and it was noted that the amount of work that FMO is taking on is not decreasing, it is steadily increasing. Also, with snow season on the horizon, it is important to have an adequate number of staff to keep everyone safe.

FY2023 BUDGET UPDATE

Mr. Gregory shared that no budget appeals were filed on the FY2023 Budget. He is also waiting for a final property tax number. There are still some big projects that have not come in yet to add to the new construction number. Even though they are not going to the tax cap, there will still be a Public Hearing held at the November 2, 2022, Finance Committee Meeting. The notices in the Daily Chronicle will be on October 11 & 14, 2022.

ADJOURNMENT

It was moved by Mr. Luebke, seconded by Ms. Leifheit, and it was carried unanimously to adjourn the meeting at 8:14 p.m.

Respectfully submitted,

Tim Bagby, Chairman

Tasha Sims, Recording Secretary