



Facilities & Technology Committee

June 6, 2023
6:30PM

Legislative Center's Gathertorium
200 N. Main Street
Sycamore, Illinois 60178

1. Roll Call

2. Approval of Agenda

3. Approval of Minutes

- a. Minutes from May 2, 2023

4. Public Comments

Any member of the public may address the Committee for up to 3 minutes on any topic of their choosing. There will be no yielding of time to other members of the public and agenda time for public comments is limited to 30 minutes in total.

5. Resolutions

- a. **Resolution R2023-070—A Resolution Authorizing Job Reclassification for a Certain AFSCME Position in the Facilities Management Office.**

The Collective Bargaining Agreement between DeKalb County, Elected Officials, and AFSCME established a job audit committee to review certain job classifications. This Committee consisted of two AFSCME representatives, the Facilities Management Director, and the County Administrator. After review by the job audit committee, the re-classification of an administrative position within the Facilities Management Office from Secretary B to Office Coordinator was recommended. According to the Agreements, the reclassification only takes affect after County Board Approval.

6. Considerations

- a. **Review of Ongoing County Maintenance Projects**

- Courthouse Railing Project Completion
- Jail Recirculation Pumps

7. Old Business

8. New Business

9. Adjournment

DeKalb County Government
Sycamore, Illinois

**Facilities & Technology Committee Minutes
May 2, 2023**

The Facilities & Technology Committee of the DeKalb County Board met on Tuesday, May 2, 2023, in the Legislative Center's Gathertorium in Sycamore, Illinois. Chair Ellingsworth Webb called the meeting to order at 6:30 p.m. Those members present were Scott Campbell, Laurie Emmer, Rhonda Henke, Kathy Lampkins, Stewart Ogilvie, and Ellingsworth Webb. All members were present. Others present included Community Development Director Derek Hiland, Information Management Director Sheila Santos, Facilities Management Director Jim Scheffers, and Administrative Analyst Liam Sullivan.

APPROVAL OF THE AGENDA

Laurie Emmer moved to approve the agenda as presented. Stewart Ogilvie seconded the motion, and the motion was approved unanimously.

APPROVAL OF THE MINUTES

Scott Campbell moved to approve the minutes of the March 7, 2023 committee meeting and Stewart Ogilvie seconded the motion with the motion passing unanimously.

PUBLIC COMMENTS

There were no public comments.

RESOLUTIONS

Resolution R2023-060 – A Resolution Approving the Annual Renewal of CrowdStrike Antivirus Software from GovConnection, Inc. of Merrimack, New Hampshire in the Amount of \$48,476.27 - Sheila Santos provided an overview of the annual renewal for the county's antivirus service, stating that the county has been very pleased with the software's performance. She also reviewed that this software complies with Illinois Public Act 102-0015, which requires that the software contains Endpoint Detection Response (EDR). Following questions from the committee, Sheila Santos stated that the cost of the service has gone up by approximately \$2,000 since last year and that the contract covers all offices in the county except for the nursing home.

Kathy Lampkins motioned to forward Resolution R2023-060 to the full County Board and to recommend its approval. Scott Campbell seconded the motion. The motion was approved unanimously.

Resolution R2023-061 – A Resolution Authorizing the Procurement of Computer Equipment from CDW Government of Chicago, Illinois in an Amount Not to Exceed \$131,458.00 in Accordance with the County's Computer Replacement Program – Sheila Santos reviewed the equipment replacement program and noted that the program assists the participating

departments with budgeting and helps ensure the county is keeping up with available technology. She added that new computers are typically deployed on a five-year cycle.

Laurie Emmer motioned to forward Resolution R2023-061 to the full County Board and to recommend its approval. Rhonda Henke seconded the motion and the motion passed unanimously.

CONSIDERATIONS

Review of Ongoing County Maintenance Projects

Parking Lot Improvements at the Community Outreach Building (COB) – Jim Scheffers outlined that prior to beginning the parking lot resurfacing project at the COB, a sink hole developed and the decision was made to hold on moving forward with the complete fix until May 2024, as this will provide an opportunity to ensure the extent of the damage is known before completing repairs and then possibly having re-work in the future. Jim Scheffers explained that in the meantime, damaged areas of the parking lot will be patched. He stated that the contractor has promised to complete the repair in 2024 at the current quoted amount.

Jail Recirculation Pumps – Jim Scheffers reviewed that only one company submitted a bid on this project. He explained that he would like to hold on the project, as he feels that perhaps installing new check valves will resolve the water temperature issue and he plans on testing this theory in one section of the jail. Jim Scheffers outlined that the check valves need to be installed regardless, so waiting until they are installed and testing before proceeding with the bigger repair seems like a reasonable plan.

OLD BUSINESS

Courthouse Railings - Jim Scheffers outlined that the courthouse railings will likely be reinstalled in two weeks, as the railings are now being stained and coated.

Projects Related to Sale of the DeKalb County Rehab & Nursing Center (DCRNC) – Jim Scheffers stated that all projects related to the sale of the DCRNC have been completed.

Administration Building Employee Entrance/Restrooms – Liam Sullivan reviewed that plans for the Administration Building restroom improvements are being finalized and that this project will likely start during the summer. He mentioned that he and Brian Gregory are planning to handle the work for the employee entrance improvement project and that this project will begin in the coming months.

Legislative Center Wall Removal – Liam Sullivan mentioned that this project is planned for later in the year.

NEW BUSINESS - There were no New Business items.

ADJOURNMENT

It was moved by Kathy Lampkins and seconded by Stewart Ogilvie to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 6:56 p.m.

Respectfully Submitted by Chris Klein, Recording Secretary

**RESOLUTION
R2023-070**

**A Resolution Authorizing Job Reclassification for A Certain AFSCME
Position in the Facilities Management Office**

Be it resolved by the County Board of the County of DeKalb, Illinois as follows:

WHEREAS, The Collective Bargaining Agreement between DeKalb County Elected Officials and AFSCME Council 31, Local 3537 established a job audit committee to review certain job classifications; and

WHEREAS, the committee consisting of two AFSCME representatives, the Facilities Management Director and the County Administrator met and recommended re-classification as follows:

- Secretary B: One Position reclassified from Secretary B to Office Coordinator.

WHEREAS, a contingency for addressing certain positions was allocated in the FY2023 budget and contemplated in the Collective Bargaining Agreement; and

NOW, THEREFORE, BE IT RESOLVED that the DeKalb County Board hereby authorizes and approves the reclassification as recommended by the job audit committee for this position within the Facilities Management Office that is outlined in this resolution, June 21, 2023.

PASSED THIS 21ST DAY OF JUNE 2023 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

Tasha Sims
DeKalb County Clerk

Suzanne Willis, Chair
DeKalb County Board

**County of DeKalb
Facilities Management Office
Class Specifications**

OFFICE COORDINATOR

DISTINGUISHING FEATURES OF WORK:

This position provides support services to the Finance Director and other department staff, performs a variety of specialized and technical clerical/administrative duties in the preparation and maintenance of financial files, documents, and records; performs routine arithmetic calculations; responsible for a variety of routine clerical/administrative duties and operation of related office equipment.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receive work orders, enter them into the program and remove them as they are completed at the end of each day; receive complaints and forward them to the proper person, help resolve them if possible.
2. Perform various clerical duties, e.g. (ability to use standard office equipment, take incoming calls, emails, sending messages)
3. Sort all incoming mail to various departments and postmark outgoing mail in the afternoon using postage machine. Must be able to balance daily postage with claims and the monthly Finance Office reports.
4. Maintain files and match invoices with purchase order numbers; complete all claim transactions for department using the County's Claims Database and maintain W-9s for vendors as needed for Finance.
5. Prepare invoices for services rendered, maintain tracking of billing/invoicing.
6. Compute employee hours and calculate payroll amounts; answer employees' questions pertaining to payroll information.
7. Maintain tracking of employee clothing budget.
8. Ability to learn how to use HVAC and Security Systems with confidentiality.
9. Maintain files, contracts, and all project information.
10. Establish and maintain working relationships within the department and other County Departments.
11. Backup to print shop.

12. Monitor and maintain janitorial supplies, paper supplies and toner supplies for various departments.
13. Oversee the janitorial cleaning company and buildings.
14. Ability to lift up to 30 lbs. and use a dolly.
15. Perform other duties as required or assigned.

REQUIREMENTS:

Education:

Requires knowledge, skill, and mental development equivalent to completion of four years of high school.

Experience:

Must have excellent organization and record keeping skills.

Must have working knowledge of the principles and practices of modern bookkeeping methods.

Must have working knowledge of modern office procedures and practices.

Must have working knowledge of Microsoft Office software (Outlook, Word, Excel, and PowerPoint).

Strong verbal and written communication skills, and ability to work effectively as a team player.