

DeKalb County Government
Sycamore, Illinois

**Facilities & Technology Committee Minutes
October 3, 2023**

The Facilities & Technology Committee of the DeKalb County Board met on Tuesday, October 3, 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, Kathy Lampkins, Stewart Ogilvie, and Chair Ellingsworth Webb. Rhonda Henke was absent. A quorum was established with five members present and one absent. Others present included County Administrator Brian Gregory, Information Management Director Sheila Santos, Facilities Management Director Jim Scheffers, and Administrative Analyst Liam Sullivan. Rhonda Henke arrived at 6:36 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Laurie Emmer moved to approve the September 5, 2023 minutes. Kathy Lampkins seconded the motion, and the motion was approved.

PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS/DISCUSSIONS

Information Management Office's Annual Report

Director Sheila Santos provided an overview of the Information Management team and outlined that the staff has a variety of skillsets that allow the office to tackle more than a typical information technology department can manage. She stated that the office has created custom software and has designed websites and interactive maps.

Santos reviewed that the office handled over 12,000 tasks last year that ranged from PC set-up to website design. She reviewed the task types and the number of tasks handled in each category.

Santos outlined several of the public-facing and internal interactive maps that the Information Management Office has designed that assist both the public and government employees in their performance on the job. She referenced the most visited website, COMPASS (Community Online Map Property And Search Site) and outlined that a variety of property information can be obtained via this site and that this information is of significant importance to the public. Santos also referenced the Mental Health Resources Interactive Map that was developed in partnership with the Mental Health Board to highlight resources in the county and surrounding areas. She outlined maps the office has developed to assist law enforcement in crime analysis and in

identifying problem areas. Santos mentioned that her office is currently preparing for next-generation 911, which includes use of video and text. She added that it is essential county map data is accurate for this next-generation software to work properly. Santos stated that the State of Illinois analyzed mapping data across the state and DeKalb County was one of only eleven counties that was found to have accurate data.

Santos reviewed other significant projects completed during the previous year, including the tax map viewer, which is heavily used by property owners, title searchers and appraisers. She also mentioned her office's work with the County Clerk in supporting early voting and election-day sites and in providing internal phone system and technical support. Santos referenced the Information Management Office's role in the recent precinct re-alignment project. Scott Campbell thanked Santos for her office's work in this area.

Santos outlined several ongoing projects, including the county's email migration to Microsoft Office 365, database upgrades to improve communication between the State's Attorney's Office and the Circuit Clerk, development of a human resources database for Finance, implementing the use of tablets in the field for Animal Control personnel and the Coroner's Office, and a county-wide phone system overhaul. She emphasized that the county has saved a significant amount of money in changing phone systems vs. upgrading the current system.

Santos reviewed that with the increase in FOIA requests, additional resources are needed in video editing and in redacting police body camera footage. She outlined that the Information Management Office has provided training to departments to enable them to perform these tasks, and Santos added that the individual departments have the expertise in knowing what to redact. She stated that her office assists with other FOIA requests, such as email-related inquiries that involve data keyword searches that can often be performed more quickly at the server level.

Santos outlined that the Information Management Office deployed 113 PCs and laptops last year, installed courtroom video and audio equipment, and has provided judges access to systems and software from the bench. She stated that her team assisted in the take-down and reassembly required for the Communications Center (911) following improvements made to the center. Santos added that her team assisted Facilities Management in their move to Page Street and provided support for the Sheriff's Office in setting up their new training area in the jail.

Santos referenced the county's antivirus software upgrade and stated that the software has been performing well in preventing damage to systems. She mentioned that last month, a new property map application, GIS MApps, was released that will eventually replace COMPASS. Santos explained that the new map allows for easier printing and report creation, which is especially helpful for municipalities. Santos also mentioned that new Elections-related maps will be available soon on the County Clerk's website that will assist the public in determining their polling location and in identifying their elected officials.

Facilities Management Office's Annual Report

Facilities Management Director Jim Scheffers provided a review of his current staff, which included photos of each staff member, their current position and how long they have been with the county. He mentioned that there is still an open position in the department.

Scheffers reviewed the areas for which the office is responsible, which include the Administration Building, County Courthouse, Legislative Center, Public Safety Building and Jail, Community Outreach Building, and the County Health Department. He outlined that the department is also responsible for lawn care and snow removal for these locations.

Scheffers outlined that 14,000 work orders were completed last year. He reviewed significant projects for 2022, including refurbishing the handrails in the County Courthouse and reconfiguring courtroom benches to accommodate plexiglass structures for jurors during the COVID outbreak. Scheffers also reviewed his office's move to the Page Street location and the work that was completed in connection with that transition. He added that the office finally acquired a new truck and that they are very happy with it, as the vehicle will be able to handle heavier loads and has a higher towing capacity than the previous fleet vehicle.

Discussion of Public Building Commission

Administrative Analyst Liam Sullivan provided an overview of the Public Building Commission (PBC). He reviewed that the PBC was established in 1978 by the County Board as a quasi-governmental unit. Sullivan explained that every county department has some interaction with the PBC, as the commission is engaged with the construction and maintenance of all county facilities.

Sullivan outlined that the PBC consists of a five-member board and that the board members are appointed by the County Board. He added that there are also two non-voting members who serve as the Treasurer and Secretary. Sullivan reviewed the financial structure of the PBC and its budget responsibilities.

Sullivan explained that the PBC has a direct link with the County Board, as the Facilities & Technology Committee Chair now serves on the PBC. He added that the PBC follows the same procurement process as the county, as items are brought to the County Board for approval with the PBC then overseeing the projects. Sullivan mentioned that there is significant value in having the PBC oversee projects, as the PBC members have construction industry expertise in specialty areas, while the County Board has oversight of the financial piece. He added that the PBC is also responsible for ongoing maintenance of the buildings, which is performed by the Facilities Management Office.

RESOLUTIONS

Resolution R2023-097 – A Resolution Awarding a Three-Year Contract for Professional Cleaning Services for County Facilities to Citywide Building Maintenance of Itasca, Illinois, in the Amount of \$360,883.10 - Chair Ellingsworth Webb reviewed the Resolution. Jim Scheffers stated that the proposed contract represents a 5% increase from the prior contract and that Citywide Building Maintenance is the same company the county is currently using for professional cleaning services.

Kathy Lampkins moved that the committee advance Resolution R2023-097 to the full County Board for approval. Scott Campbell seconded the motion and the motion passed.

Resolution R2023-098 – A Resolution Awarding a Three-Year Contract for Generator Preventative Maintenance Service to Rush Power Systems, LLC of Belvidere, Illinois, in the Amount of \$70,117.06 - Chair Ellingsworth Webb reviewed the Resolution. Jim Scheffers mentioned that Rush Power Systems is the company the county is currently using for generator preventative maintenance service. Scheffers added that the county has used Rush Power Systems for seven years and that they have provided excellent service. He stated that the proposed contract represents a 5% increase from the prior contract.

Kathy Lampkins moved that the committee advance Resolution R2023-098 to the full County Board for approval. Laurie Emmer seconded the motion and the motion passed.

CONSIDERATIONS

None

OLD BUSINESS

Brian Gregory mentioned that the architect has submitted an initial draft for the design of the restrooms in the Administration Building and that progress continues on this project.

NEW BUSINESS

None

ADJOURNMENT

It was moved by Kathy Lampkins and seconded by Rhonda Henke to adjourn the meeting. The motion was carried, and the meeting adjourned at 7:48 p.m.

Respectfully Submitted by Chris Klein, Recording Secretary