



**CHAMPAIGN COUNTY BOARD
IT PLANNING COMMITTEE AGENDA**

County of Champaign, Urbana, Illinois

Wednesday, November 13, 2019 - 9:00 a.m.

Lyle Shields Meeting Room

Brookens Administrative Center, 1776 E. Washington St., Urbana

Committee Members:

Giraldo Rosales – Chair

Aaron Esry

Leah Taylor

Pranjal Vachaspati

Jodi Wolken

Sreenivasa Rao

Darlene Kloeppel

Andy Rhodes

Agenda

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
 - A. October 31, 2019
- V. Public Participation
- VI. Communications
- VII. New Business: For Discussion
 - A. Technology Plan
 - B. IT Staffing
- VIII. Other Business
 - A. Date for next Meeting – December 4 at 9 a.m.
- IX. Chair's Report
- X. Adjournment



CHAMPAIGN COUNTY BOARD
IT PLANNING COMMITTEE
County of Champaign, Urbana, Illinois

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MINUTES – Subject to Approval

DATE: Thursday, October 31, 2019
TIME: 9:00 a.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E Washington St., Urbana, IL 61802

Committee Members:

| Present | Absent |
|-------------------------|--------------------|
| Giraldo Rosales – Chair | |
| Aaron Esry | |
| Leah Taylor | |
| | Pranjal Vachaspati |
| Jodi Wolken | |
| Sreenivasa Rao | |
| Darlene Kloepffel | |
| Andy Rhodes | |

Others Present: Mary Ward (Recording Secretary), Rita Kincheloe, Tim Breen and Megan Robison

MINUTES

I. Call to Order

Committee Chair Rosales called the meeting to order at 9:01 a.m.

II. Roll Call

A verbal roll call was taken, and a quorum was declared present

III. Approval of Agenda

MOTION by Mr. Esry to approve the agenda, seconded by Ms. Wolken. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

MOTION by Mr. Esry to approve the minutes, seconded by Ms. Taylor. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

None

36 VI. **Communications**

37 None

38

39 VII. **New Business: For Discussion**

40 A. Technology Plan

41 Mr. Rhodes went through the list and explained the various items and how they worked
42 together. One area of concern for him is FOIA Management. Most requests are for the Sheriff's
43 office and they have their own internal system for managing that. FOIA, in general, is an area
44 that needs to be looked at as there is no central FOIA officer. There are FOIA officers in each
45 department. There's not a centralized place for people to make requests. This is an area that
46 needs to be completely reexamined. He feels we need a centralized FOIA Officer in the State's
47 Attorney Office that examines each request and the responses we're making to the requests.

48 There are also some items included on the list that the county helps pay for, but that we don't
49 manage. They include GIS, Law Enforcement Records Management (ARMS) and METCAD.

50 Mr. Esry asked about the Courtroom Recording System. Do we see that getting bad enough that
51 the presiding judge might order it be replaced before the scheduled time frame? Mr. Rhodes
52 replied that it should last that long and as long as we have a plan in place, the presiding judge
53 will usually work with us. There is a problem with the recordation system as it has been failing
54 and there are issues getting the vendor, who is a national vendor, to service it as there is no
55 maintenance agreement in place. Mr. Esry asked as if when we replace this system will we look
56 at more localized vendor to get a quicker response. Due to the expense, we would have to do
57 an RFP on this. The last time we did this, we did get responses from four or five vendors from
58 the local area.

59 Mr. Rosales asked if there would be any opportunities for grants. Mr. Rhodes explained that
60 there would be opportunities for grants in some areas like the Voter Registration and Election
61 Management System and Sheriff body and squad car cams. Some items are funded by other
62 entities, for example the Courtroom Recordation system would be partly offset by the State of
63 Illinois.

64 Mr. Rosales asked if each department has its own IT budget (based on the spreadsheet
65 provided). Mr. Rhodes answered that they don't necessarily have their own IT budget, but those
66 are funds that have been used previously. Ms. Kloeppel added that these are special places we
67 can draw funds from that would not come out of the general fund.

68 Mr. Rosales stated he met with Senator Bennett and some of the judges and that there is a fund
69 of \$500,000 that is available for IT file management system for the courts. Has that come to
70 fruition or is that something that could be utilized for some of these projects? Ms. Kloeppel
71 replied that she has not heard any further that we have that money or where it would come
72 from. There is a fund available at the state level that legislators can utilize, and it's supposed to
73 be put towards public safety. One thing they were looking at was an integrated A/V system for

74 the courtrooms that included video screens, laptops for the attorneys, etc. Mr. Rhodes said that
75 the courtroom A/V systems was not included on the spreadsheet.

76 Ms. Kloeppel spoke as to wanting to make sure that the committee understands what the
77 systems are and that the cost estimates were either what we're already paying and that some
78 are just estimates. This committee will not have to find the funding, that will be for the County
79 Board to do. This committee is looking at the sequence, estimated life, that we have the right
80 items and to set the time line to look at replacement so we can avoid dealing with emergency
81 situations. Some of these costs could be shifting from purchasing to maintenance, etc. Mr.
82 Rhodes added that some costs could go down. For example, AS400 costs could go down as we
83 shift to other systems.

84 Mr. Rosales asked about the life spans. Technology changes quickly and are the estimated life
85 spans correct. Ms. Taylor added that things with the longer lifespans are more expensive and
86 maybe we should look at those 2 years ahead of time and those with shorter lifespans could just
87 be a year ahead of time. Mr. Rhodes also said to remember that the systems have upgrade
88 paths built into them, so we get the upgrades during their life cycle. Part of what we need to
89 look at when replacing a system would be are there new vendors, new features, cloud systems,
90 etc.

91 Ms. Wolken asked if these would be reviewed annually? This should be looked at and updated
92 annually.

93 Mr. Rao questioned that if the years of life were shortened, if the costs would change much.
94 Mr. Rhodes didn't think it would change by much. Mr. Rao said with technology changing every
95 two to three years, should we look at changing the estimated life to maybe five or six years
96 instead of 10 to 15. If the estimated life is 5 to 7 years, would that change the costs. Mr. Rhodes
97 said that we could have a software/systems review periodically to see if we want to stay with
98 that lifespan. Mr. Rao would like to see cost estimates for shorter lifespans to see if there would
99 be any savings. Mr. Rhodes stated that with all costs being estimates, he's not sure that we can
100 get an accurate cost estimate. On several of the items we are also committed to a contract
101 period, usually 3 to 5 years.

102 Mr. Rosales raised the question if we are compatible with other counties or states. Mr. Rhodes
103 said a lot of states are more consolidated in their tax systems and court systems. He sees Illinois
104 going to a consolidated court system, but not a consolidated tax system.

105 Mr. Rosales asked if input was received from department heads. Mr. Rhodes said It was
106 discussed at a department heads meeting and that all departments are included; the ones that
107 gave him feedback and the ones that did not. Mr. Rosales also asked if we had been in contact
108 with the U of I Research Park / Engineering about anything new they may have coming out in
109 the next 5 years. We have not made any contact with them.

110 Mr. Esry said that unless the County Board hears that something is failing, leave the
111 replacement schedule up to Mr. Rhodes, Ms. Kloeppel, IT and the department heads. He does
112 like the idea of reviewing the plan more often and before items are at the end of their lifespan.
113 He likes Ms. Taylor's idea of reviewing the more expensive items two years before and the less
114 expensive items one year before. He sees no problem with the way this is laid out as is.

115 Mr. Rhodes said the systems most at risk right now are the Video Evidence Management
116 System, Financial System, and a catastrophic failure to the phone system would move that up in
117 the list.

118 Ms. Kloeppel stated that this list talks about the hardware and software, but not the personnel.
119 We need to look at the staffing because that is shifting, not only due to staffing changes, but
120 also changing needs. How well IT runs affects the rest of the county staff. Staffing needs would
121 be something we should discuss at the next meeting. Ms. Taylor questioned whether the plan is
122 just hardware/software and doesn't include staffing, training, etc. Ms. Kloeppel added that it
123 would need to be included in the budget.

124 Mr. Rao asked if there are any systems that can be used state-wide to help shift costs away from
125 the county. Mr. Rhodes answered that the Voter Registration program uses a state-wide data
126 base. Voter Registration and the Court Systems in many states are integrated, but not in Illinois.

127 VIII. **Other Business**

128 Next meeting scheduled for Wednesday, November 13th at 9:00 a.m.

129

130 IX. **Chair's Report**

131 None

132

133 X. **Adjournment**

134 Committee Chair Rosales adjourned the meeting at 9:50 a.m.