



**CHAMPAIGN COUNTY BOARD
COMMITTEE AGENDA**

STRATEGIC PLANNING COMMITTEE

**Brookens Administrative Center, Jennifer K. Putman Meeting Room
1776 E. Washington, Urbana
Wednesday, May 31, 2017 – 4:00 p.m.**

CHAIR: C. Pius Weibel

MEMBERS: Jim Goss, Robert A. King, Patti Petrie, Jon Rector

ITEM

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda/Addenda**
- IV. **Approval of Minutes** – May 15, 2017
- V. **Public Participation**
- VI. **Department Response Summary**
- VII. **Discussion of Next Steps**
- VIII. **Other Business**
- IX. **Next Meeting Date**
- X. **Adjourn**

1 CHAMPAIGN COUNTY BOARD
2 COMMITTEE MINUTES
3

4
5 **STRATEGIC PLANNING COMMITTEE**

6 **Monday, May 15, 2017**

7 **Brookens Administrative Center, Jennifer K. Putman Meeting Room**

8 **1776 E. Washington St., Urbana**
9

10
11 **MEMBERS PRESENT:** Jim Goss, Robert A. King, Patti Petrie, Jon Rector, C. Pius Weibel (Chair)

12
13 **MEMBERS ABSENT:** None

14
15 **OTHERS PRESENT:** Kay Rhodes (Administrative Assistant), Tami Ogden (Deputy County
16 Administrator/Finance), Rick Snider (County Administrator)
17

18 **CALL TO ORDER**

19
20 Weibel called the meeting to order at 4:05 p.m.
21

22 **ROLL CALL**

23
24 Goss, Petrie, Rector, and Weibel were present at the time of roll call, establishing the presence of
25 a quorum.
26

27 **APPROVAL OF AGENDA/ADDENDUM**

28
29 **MOTION** by Rector to approve the agenda; seconded by Goss. **Motion carried with**
30 **unanimous support.**
31

32 **APPROVAL OF MINUTES**

33
34 **MOTION** by Petrie to approve the Strategic Planning Committee minutes of April 25, 2017;
35 seconded by Rector. **Motion carried with unanimous support.**
36

37 **PUBLIC PARTICIPATION**

38
39 There was no public participation.
40

41 **REVIEW DEPARTMENT HEAD INPUT**

42
43 The following departments provided input: Circuit Court, County Clerk, GIS, Highway, IT,
44 Planning & Zoning, Public Defender, Recorder, Supervisor of Assessments, and the Treasurer.
45

46 The committee agreed that overall, most of the requests involved staffing and software, which
47 require funding. Snider said that the ERP System seemed to be a priority for most departments. Goss
48 asked if the ERP had a tax cycle module that both the Supervisor of Assessments and the Treasurer
49 requested. Snider believed the company did offer a tax cycle module, but it was not included in the

50 company's initial quote of \$1.8 million. Weibel asked if the Sheriff's camera system was another
51 module. Snider explained that the camera system request was on a smaller scale expected to cost \$20-
52 \$30,000.

53

54 Weibel suggested a review of each response and categorization of the requests. King entered the meeting
55 at 4:20 p.m.

56

57 Circuit Court

58

- 59 • Courtroom Evidence Presentation Systems Updated/Expanded – **Equipment**
- 60 • Jury Box Chair Replacement – **Equipment-Estimated Cost \$30,000**
- 61 • Foreign/Sign Language Interpreters – **Staff**

62

63 Snider noted that the Circuit Court had tried linking an interpreter from a remote location, through
64 video conferencing. However, the staffing and technology were lacking so it did not work out.
65 Discussion followed regarding costs to hire full-time interpreters or on-call. Ogden pointed out that
66 sometimes an interpreter is hired and then the case is discontinued.

67

68 County Clerk

69

- 70 • Restore Programmer/Analyst Position and Transfer to County Clerk Budget - **Staff**

71

72 Snider agreed that there is a need for this position, however he believed that other departments could
73 also benefit from it as a shared resource and the county would be better served if the position were
74 under the Information Technology department. He stated that the core functions of IT need to be
75 more centralized in order to operate more efficiently.

76

- 77 • State level – Vote Center Legislation – **N/A for purposes of this exercise, although supported.**
- 78 • Replace Accounting System - **ERP System**

79

80 GIS

81

- 82 • Replace County Tax and Accounting System – **ERP System**
- 83 • Competitive Salaries for Skilled/Professional Positions – **Staff**
- 84 • Implement Central Document Management System – **Software**

85

86 Snider said that a Document Management System (DMS) is an excellent idea however, it is a large
87 project and another large expense. He suggested that the county continue with Cloud servers and
88 Office 365 SharePoint as a bridge towards a DMS.

89

- 90 • Implement Disaster Recovery/Business Continuity for County Systems – **Partial plan**

91

92 Snider said that departments should be encouraged to utilize the Cloud servers and the current shared
93 drives could be moved over to the Cloud as well.

94

95

96 Highway

- 97
- 98 • Compensation packages for higher level professionals-**Staff/Salaries**

99

100 King asked if a salary survey had been performed recently. Snider responded that a comprehensive
101 salary study for Champaign County had not been done. There may be areas in Champaign County
102 government that are below market.

- 103
- 104 • Electronic fillable forms – **in-house**

105

106 Ogden stated that Highway staff should be able to do this with a small amount of training and the
107 appropriate software.

108

109 Information Technology

- 110
- 111 • Move off IBM iSeries Platform – **ERP System**

112

113 Snider pointed out that other programs run off the AS400 system as well: jail management software-
114 New World and the County website.

- 115
- 116 • Implement more Cloud Based Technology Systems

117

118 Petrie asked about the total cost of all the technology improvements. Snider indicated it was in excess
119 of \$5 million. He said much of it has been listed in the IT response. Snider noted that the phone
120 system listed in the response should also be replaced with VoIP system. He estimated the phone
121 system cost at \$500,000 to \$1 million depending on the configuration.

122

123 The committee discussed storage of digital evidence for access to the State's Attorney, Public
124 Defender, and all County police agencies. Snider suggested housing these files at METCAD.

- 125
- 126 • IT Staffing Level is Inadequate – **Staff**

127

128 Planning & Zoning

- 129
- 130 • Increase Staff for MS4 Program – **Staff**

131

132 Ogden pointed out that the County Board approved a budget amendment this year to extend the time
133 for temporary staff to work on the MS4 Program. Petrie supported more staffing and noted that other
134 counties contracted their MS4 Program work out.

- 135
- 136 • Reestablish budget for interns – **Staff**
 - 137 • Add FTE for enforcement and compliance - **Staff**

138

139 Public Defender

- 140
- 141 • Add a Social worker/Case Manager Position – **Staff**

- 142 • Access to U Drive for Digital Discovery Files – **in house**
143 • Additional Office Space – **Office Space**

144
145 Recorder

- 146
147 • Integration of Data between County Offices – **Software**

148
149 Snider indicated that Mr. Sheldon was interested in purchasing a particular software for his office. Ogden
150 added that Mr. Sheldon wants to move 2 FTE positions out of his Automation Fund into General
151 Corporate Fund. This would enable him to purchase the desired software for his office. These positons
152 were originally in the general fund until the budget cuts were implemented.

153
154 Supervisor of Assessments

- 155
156 • Tax System Software - **Software**
157 • CAMA System - **Software**
158 • Designated FOIA Officer/Department

159
160 Ogden noted that Ms. Bates had eliminated the Chief Deputy Assessor position last year and planned to
161 utilize the savings to help purchase the CAMA system. However, since that time, Ms. Bates had done
162 some more research and the costs were higher than expected. She also had concerns about integration
163 with the rest of the county systems so she decided to place this project on hold.

164
165 King left the meeting at 5:16 p.m.

166
167 Treasurer

- 168
169 • **ERP System**
170 • **Tax Cycle Software**
171 • **Move Office**

172
173 **NEXT MEETING DATE**

174
175 Rhodes would contact members to determine the best date two weeks from now at 4:00 p.m.

176
177 **OTHER BUSINESS**

178
179 There was no other business.

180
181 **ADJOURNMENT**

182
183 Weibel adjourned the meeting at 5:27 p.m.

184
185 Respectfully submitted,

186
187 Kay Rhodes, Administrative Assistant