

## **Minutes of the Executive Committee Meeting**

The Executive Committee of the McLean County Board met on Tuesday, November 9, 2010, at 4:30 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Sorensen, Members Owens, Gordon, Segobiano, Hoselton, Rackauskas, Bostic and Butler (4:35 p.m.)

Members Absent: None

Other Board Members Present: Mr. John McIntyre

Staff Present: Mr. Terry Lindberg, County Administrator; Mr. Bill Wasson, Assistant County Administrator; Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/  
Elected Officials Present: Mr. Craig Nelson, Director, Information Technologies

Others Present: Mr. Ryan Leuty, Assistant Director, Information Technologies; Ms. Dorothy Lockard, Dietrich Lockard Group

Chairman Sorensen called the meeting to order at 4:30 p.m.

Chairman Sorensen presented the minutes from the October 12, 2010 Executive Committee and the September 21, 2010 Stand-up meetings for approval. Hearing no additions or corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Chairman Sorensen presented the reappointments, appointments and resignations.

Motion by Owens/Bostic to Recommend Approval of the Reappointments, Appointments and Resignations as recommended by the Chairman.  
Motion carried.

Chairman Sorensen presented a request for approval of a Professional Services Contract with Civicplus for Website Redesign.

Motion by Gordon/Segobiano to Recommend  
Approval of a Professional Services Contract with  
Civicplus for Website Redesign.

Mr. Craig Nelson, Director, Information Technologies, explained that this service is required to completely rewrite and overhaul the County's internet site, which serves the County's constituent, and the internet, which serves the employees of McLean County. He stated that this service will bring the County into the 21<sup>st</sup> Century.

Mr. Nelson advised that the new design will offer to the County's citizens features such as Citizen Request Tracker (including via Facebook), an iphone app by which to locate resources, job postings, mobile access via Blackberry phones other smart phones, emergency notifications and opinion polls among other features.

Mr. Lindberg stated that Information Technologies has dealt with significant staffing reductions. He indicated that it is necessary to use the existing staff to do the items than need daily, almost hourly, intervention by human beings such as Mr. Nelson and his staff. Mr. Lindberg noted that where it is possible to find services that can be outsourced that will do as good a job or better than it is now being done, it will be cheaper for the County in the long run. He added that, in the case of Civicplus, they do government entity websites all over the country and do it very well. Mr. Lindberg stated that there is a laundry list of things to do to improve the County website, but time and staff resources are not available to do the work. He indicated that this is a way to get to the projects faster and cheaper than hiring more staff.

Chairman Sorensen asked if there were any further comments or questions. Hearing none, he called for a vote on the motion.

Motion carried.

Chairman Sorensen presented a request for approval of the Voice Over IP Telephone System Proposal. He noted that Mr. Nelson distributed presentation material to the Committee members.

Motion by Bostic/Segobiano to Recommend Approval  
of the Voice Over IP Telephone System Proposal –  
Information Technologies.

Mr. Butler arrived at 4:35 p.m.

Mr. Nelson introduced Ms. Dorothy Lockard from the Dietrich Lockard Group in St. Louis who was engaged to conduct a needs assessment of the organization. Mr. Nelson stated that McLean County posted an RFI (Request for Information) in July 2010, which is used to qualify vendors to participate in the RFP (Request for Proposal). He noted that over 60 copies of that RFI were downloaded. From the 60 copies, 11 responses were received from 10 different vendors. Reference checks and analysis were conducted of the RFIs. Four potential vendors were identified. Mr. Nelson indicated that, at this time, County stakeholders (e.g. Health Department, Highway Department, Sheriff's Office, and Nursing Home) participated in demonstrations by the four vendors. Two vendors were then qualified for the final RFP, namely Morse Communications and Tech Electronics. Mr. Nelson stated that those proposals were analyzed and site visits were conducted to vendor-client locations for those two vendors.

Ms. Lockard advised that the RFP was reserved for only those vendors who had survived the RFI. She noted that this is to ensure that the vendor is qualified to meet requirements for the equipment, the features, the functionality of the equipment, technical support to meet the necessary requirements, and the manufacturer's support.

Ms. Lockard noted that the County is moving from Centrex, which is a telephone company product that offered a local presence and support, but did not include moving forward with new features. She noted that the vendors were qualified with a special letter stating that they would need to provide verification from their manufacturer's that the manufacturer would step in and continue to support the program until a new vendor was chosen at the same cost should the County not be satisfied over the course of this five years engagement. Ms. Lockard stated that this is the most support that can be hoped for from a vendor and a manufacturer.

Ms. Lockard advised that the County's objective and requirement of the vendors was proposals that were:

- Inclusive of new equipment and with software refreshes, keeping the system current;
- Inclusive of services to ensure the County does not need to add personnel to support the new system;
- Guaranteed remote and on-site response times;
- Five-year term fixed rate and renewable at fixed rate;
- Cost effective compared to the County's Centrex service.

Ms. Lockard stated that the Request for Proposal required the vendors to provide alternative cost proposals, as follows:

- Service-only, without County ownership or maintenance expense, similar to the Centrex model;
- Lease Purchase, with County ownership at the end of the term, but requiring a maintenance contract as well.

Ms. Lockard advised that the lease purchase was less expensive than the rental because the vendors had profit built into the rental cost. Ms. Lockard pointed out that if the County purchases the equipment, there will be a drop in the annual cost of the system in the future after the equipment is paid for.

Ms. Lockard indicated that in addition to the base system a number of features and functions significant to life safety and personnel efficiency were identified in the RFP as options and separately priced by the vendors.

Ms. Lockard stated that both vendors presented a competitive base system pricing with savings and superior support commitments over the existing Centrex.

Mr. Nelson reviewed the vendor cost comparison. He pointed out that Tech Electronics presented a more cost efficient solution. Mr. Nelson advised that to purchase a Mitel phone system provided by Tech Electronics can save the County up \$60,000 in year 1, over \$300,000 by the end of year 5 and potentially more than \$900,000 within 10 years.

Mr. Nelson reviewed the vendor proposal comparison. He noted that Tech Electronics was the only respondent that provided a letter from the manufacturer saying that no matter what may happen with Tech Electronics, Mitel will provide the service at the same flat monthly price until arrangements are made with another vendor at the same price. At the end of his comparison, Mr. Nelson concluded that Tech Electronics provided the best features.

Ms. Lockard recommended that McLean County Government purchase, under a lease/purchase agreement, the Tech Electronics offering. She advised that the County will have a new system and superior service in addition to a cash flow savings over Centrex, including a major savings over the ten years after the County owns the system.

Ms. Lockard recommends that in the future McLean County Government pursue implementation of the following life safety options:

- Emergency Notification – which permits the immediate alert of personnel using the new telephones;

- Panic Buttons – which permits duress alert and opens a one-way audio to the Sheriff's Department.

Ms. Lockard indicated that there is a potential that these may be funded through alternate sources, such as Homeland Security.

Ms. Lockard reviewed the comparison chart between Tech Electronics and the current Centrex system. The chart shows that the new system and its vendor support provide significant improvements over Centrex for the County, including:

- 691 new multiline, easy feature access phones;
- Voicemail users;
- E911 on-site alert as well as to Dispatch Center;
- Proactive monitoring, remote and on-site maintenance, responsive help desk;
- All adds, moves and changes at no charge when done remotely;
- Software upgrades to keep system current with new features;
- Up-to-date directory on all IP telephones;
- Call center application for high call volume departments;
- Training, initially, and refresh each year;
- Integrated messaging, voice mail notification to email (option added);
- Fax server (Option added).

Mr. Nelson asked for approval to award the contract to Tech Electronics and to enter into a lease that would support the savings.

Mr. Segobiano thanked Ms. Lockard for her efforts and Mr. Nelson and his staff.

Ms. Bostic asked where we are at the end of five years. Ms. Lockard replied that the County will own the system and can renew the maintenance and managed services agreement at a fixed rate.

Members of the Committee expressed concerns regarding conflicting figures on the cost comparison on page 5 of the proposal presentation as distributed. After a lengthy discussion, Chairman Sorensen recommended that this item be postponed to a Stand-up meeting on November 16<sup>th</sup>.

Motion by Gordon/Segobiano to Recommend that the request for Approval of the Voice Over IP Telephone System Proposal be postponed to a Stand-up Meeting on November 16, 2010 – Information Technologies.  
Motion carried.

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Chairman Sorensen recommended that members e-mail their specific questions regarding this item to Mr. Lindberg so that answers will be available at the Stand-up meeting.

Mr. Lindberg noted that the Stand-up Committee meeting will provide the following:

- Explanation of page five of the presentation and tie it to Section 10 of the proposed contract;
- Show five and ten-year cash flow.

Chairman Sorensen asked if there were any additional questions. Hearing none, he thanked Mr. Nelson and Ms. Lockard.

Mr. Ben Owens, Chairman, Chairman, Finance Committee, presented a request for approval of Critical Personnel Hiring requests – County Administrator's Office.

Motion by Owens/Rackauskas to Recommend  
Approval of Critical Personnel Hiring Requests –  
County Administrator's Office.  
Motion carried.

Mr. Owens presented a request for approval of the Fiscal Year 2011 Compensation Plan and Associated Amendments to Chapter 10 of the McLean County Code – County Administrator's Office.

Mr. Owens pointed out that this does include the 1.5% increase on all non-union employees as was submitted in the departmental budget.

Motion by Owens/Segobiano to Recommend  
Approval of the Fiscal Year 2011 Compensation Plan  
and Associated Amendments to Chapter 10 of the  
McLean County Code – County Administrator's  
Office.  
Motion carried.

Mr. Owens advised that there are several other items to be presented to the Board.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Owens.

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Ms. Bette Rackauskas, Chairman, Justice Committee, announced that the Justice Committee did not meet due to a lack of a quorum. The Justice Committee will hold a Stand-up meeting on November 16<sup>th</sup>.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Ms. Rackauskas.

Mr. George Gordon, Chairman, Land Use and Development Committee, presented a request for approval of a Resolution of the McLean County Solid Waste Management Technical Committee to fund \$15,000 for Residential Battery Recycling.

Motion by Gordon/Segobiano to Recommend  
Approval of a Resolution of the McLean County Solid  
Waste Management Technical Committee to Fund  
\$15,000 for Residential Battery Recycling.  
Motion carried.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Gordon.

Ms. Diane Bostic, Chairman, Property Committee, advised that Property Committee brings no items for action to the Executive Committee.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Ms. Bostic.

Mr. Stan Hoselton, Chairman, Transportation Committee, advised that Transportation Committee brings no items for action to the Executive Committee.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Hoselton.

Mr. Terry Lindberg, County Administrator, stated that this is the meeting at which time the Executive Committee recommends final action to the full County Board on various portions of the budget, which are broken down by oversight committees. Mr. Lindberg asked that each Committee Chairman bring their recommendations as a result of their meetings and discussions.

Mr. Owens offered for consideration and approval the Departmental Budgets under the Oversight of the Executive Committee.

Mr. Owens offered for consideration and approval the Departmental Budgets under the Oversight of the Finance Committee.

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Ms. Rackauskas offered for consideration and approval the Departmental Budgets under the Oversight of the Justice Committee.

Mr. Gordon offered for consideration and approval the Departmental Budgets under the Oversight of the Land Use and Development Committee.

Ms. Bostic offered for consideration and approval the Departmental Budgets under the Oversight of the Property Committee.

Mr. Hoselton offered for consideration and approval the Departmental Budgets under the Oversight of the Transportation Committee.

Motion by Hoselton/Owens to recommend approval of the FY'2011 Departmental Budgets as recommended by the Oversight Committees.

Chairman Sorensen presented a request for approval of the Fiscal Year 2011 Combined Annual Appropriation and Budget Ordinance, as recommended by the Oversight Committees.

Motion by Bostic/Segobiano to recommend approval of the FY'2011 Combined Annual Appropriation and Budget Ordinance, as recommended by the Oversight Committees.

Chairman Sorensen presented a request for approval of the McLean County 2010 Tax Levy Ordinance.

Motion by Segobiano/Rackauskas to recommend approval of the McLean County 2010 Tax Levy Ordinance as submitted.  
Motion carried with member Owens voting "no."

Chairman Sorensen presented a request for approval of the Amendment to the Full Time Equivalent (FTE) Resolution for Fiscal Year 2011.

Motion by Owens/Segobiano to Recommend Approval of the Amendment to the Full Time Equivalent (FTE) Resolution for Fiscal Year 2011 – County Administrator's Office.

Chairman Sorensen presented a request for approval of the Five Year Capital Improvement Budget, as recommended by the Oversight Committee.

Motion by Gordon/Segobiano to Recommend Approval of the Five Year Capital Improvement Budget, as recommended by the Oversight Committee.  
Motion carried.

Mr. Owens verified that the Swearing in Ceremony for new County Board Members and the County Board Organization Meeting are scheduled on Monday, December 6, beginning at 8:30 a.m.

Mr. Gordon noted that the Swearing-in Ceremony for Elected Officials is Wednesday, December 1, 8:00 a.m.

Chairman Sorensen presented a request for an inter-departmental transfer of \$30,000 in Information Technologies, as well as the October 31, 2010 bills as recommended and transmitted by the County Auditor for payment. The Fund Total is \$256,988.14 and the Prepaid Total is the same.

Motion by \_\_\_\_\_ to recommend approval of the inter-departmental transfer of \$30,000 in Information Technologies and the Executive Committee bills for October 31, 2010 as presented to the Committee by the County Auditor.  
Motion carried.

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There being no further business to come before the Committee, the Executive Committee meeting was adjourned at 5:25 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary