

**County IT Committee
Tentative Minutes
November 13, 2018**

1. Call Meeting to Order: Chairwoman Whalen called the meeting to order at 8:00 a.m. Present: Heuer, Griffin, Finfrock and Nordman. Others: IT Manager Larry Callant and County Clerk and Recorder Laura Cook. Absent: none.
2. Approval of Minutes – October 9, 2018: Motion by Heuer to approve the minutes as presented, 2nd by Nordman. Motion carried.
3. Approval of Bills: Motion by Griffin to approve the bills totaling \$9,045.13, 2nd by Finfrock. Callant explained some of the items listed in the bills. There was questions in regards to the mileage. Callant states there is only 1 vehicle between the 2 of them and there will be some mileage turned in. The committee would like to see a report in regards to the inventory kept by the IT Department. Motion carried.
4. Public Comment: None
5. Department Report: Callant states the i-Fiber splice was completed yesterday. This is located on the North side of the Judicial Center. The line to the County Highway will be a project for next year. He will be looking into a cost sharing with the third party company who does the work. The county would need to look into how and what to charge for the use of the County installed fiber. There was discussion regarding the Leaf River Communications and hookup to Serenity House. There was a question as to if there is a contract on file for Leaf River Communications. There was discussion about i-Fiber and no one has had any contact with this company and they do not return phone calls.
6. Committee Updates
 - Building Entry Reports Status – Chairwoman Whalen asks Callant if there is a report that can be run for the IT activity for building entry and Department to be used for IT billing purposes. There was discussion as to the different buildings having security readers.
7. Old Business
 - Chairwoman Whalen informs the committee that at the Special Executive Committee Meeting on 10/22/18, regarding the new tower and the property. It was stated since the county has the insurance liability that the land should be placed in the name of Ogle County. Whalen asks that along with the States Attorneys recommendation, she will ask for this committees' support in directing the Ogle County Chairman to transfer the Title for the recently purchased parcel (#16-04-101-003) of the new cell tower location, from the Emergency Telephone System Board C/O Brian Van Vickle to Ogle County. Nordman makes the motion, 2nd by Griffin. Motion carried.
 - Resolution Recognizing IT as a County Department Update: Whalen said the committee description for the Ogle County Yearbook will need to be updated. Griffin is currently gathering and working on the resolution.

8. New Business

- IT Job Description – Discussion was held about the job description for Larry’s position. The committee feels Larry should be a Department Head appointed by the County Board and report to the IT Committee.
- New County Webpage - Whalen says she has talked to people about the rolling out of the website. The departments were notified of the change coming but the uploading of the content was not discussed, says Whalen. County Clerk Cook states the new platform is not user friendly.
- On Election Night Cook needed to call for assistance because they were not able to connect to the website server. Callant was called and he was able to assist with the issue and we were able to continue posting results. Cook thanks Callant for his assistance on Election Night.
- Cook states we were notified of the new website but not consulted on the platform which is not user friendly. The County Clerk’s Office is a high end user on the website and there are issues with the platform when coordinating the County Board paperless packets. Whalen states GIS took on the responsibility of the website but feels like there should have been more communication.
- Finfrock brought up that the ZBA transcripts were not available on the website from the last week of October. Cook states when the Clerk’s office receives them from the transcription service, they are posted. However, it does take the transcriber time to transcribe the verbatim transcripts and get them to the Zoning Department and the County Clerk’s Office.
- Callant states GIS took the lead in the project since they were also the lead in the previous website. There was an issue with the old website when the platform was updated and wasn’t working properly. Callant says there have been issues with the new vendor and what you can and cannot do with the current website. Griffin says we need to state the concerns and see if there are any solutions.
- Nordman asks about the camera in the living room at Focus House. Callant states the Judge asked for it and he complied.

9. Closed Session: At 8:55 a.m., Finfrock moves to go into Closed Session per 5 ILCS 120/2(c)(1) for Employment Matters. 2nd by Heuer. Roll Call: Whalen – yes, Finfrock – yes, Griffin – yes, Heuer – yes and Nordman – yes.

10. Open Session: at 9:09, the committee returned to Open Session.

11. Adjournment: There being no further business, Chairwoman Whalen adjourns the meeting.
Time: 9:10 a.m.

Respectfully submitted,
Laura J. Cook
Ogle County Clerk and Recorder

October 1, 2018

- Went to Judicial Center to work on Judge's computer in 304 and Bunny Miller's computer
 - o 1pm – 1:45pm
- Did updates and set up emails on two more State's Attorney laptops
 - o 3:15pm – 5pm

October 2, 2018

- Went to Health Department
 - o 8:40am – 10:20am
- Went to Sheriff's Office to swap hard drives in a computer
 - o 1pm – 2:20pm

October 3, 2018

- Took laptops back to State's Attorney office and pulled switch out of the basement
 - o 9:30am – 10am
- Went to Health Department to replace switch with the one from the Judicial Center
 - o 2:20pm – 3:15pm

October 4, 2018

- Started updates on laptop
 - o 8:30am – 12pm
- Went to Bunny Miller's office to activate Microsoft Office
 - o 8:50am – 9am
- Started setting up a computer
 - o 4:30pm – 5pm

October 5, 2018

- Finished setting up the computer
 - o 8:30am – 12pm 1pm – 4pm
- Went to Health Department to fix Java error
 - o 11:30am – 11:45am

October 9, 2018

- Went to Court Security to get camera view pulled up on computer by the x-ray machine
 - o 8:30am – 8:40am
- Ran Windows updates on another computer
 - o 8:40am – 10am
- Worked on getting computers set up as potential replacements
 - o 10:30am – 12pm 1pm – 5pm
- Replaced battery in board member's laptop
 - o 11am – 11:20am

October 10, 2018

- Continued getting a computer set up as a potential replacement
 - o 9am – 12pm
- Went to Rochelle to set up profile and update laptops in the basement
 - o 1pm – 4:50pm

October 11, 2018

- Went to Focus House to secure the wire covers for cameras to the wall and collect unused printers
 - o 8:45am – 11:15am
- Went to Probation office to change Mike Jones' profile to point to the server
 - o 12:55pm – 1:05pm

October 12, 2018

- Went to Reporting Center to work on computer
 - o 1pm – 2:45pm
- Helped board chairman get his computer to print again
 - o 3:20pm – 3:35pm

October 15, 2018

- Went to Reporting Center to get computer back on to the network
 - o 1pm – 3:30pm
- Worked on getting laptop to boot in to Windows again
 - o 3:30pm – 5pm

October 16, 2018

- Ran diagnostics on the laptop
 - o 9am – 12pm
- Ran cable from new outside camera to the server room on the second floor of the Judicial Center
 - o 10:30am – 12pm 1pm – 3pm
- Continued to try to get laptop to boot again
 - o 3pm – 5pm

October 17, 2018

- Started updates on the laptop
 - o 9am – 10am
- Went to Focus House to grab a camera and help Joe Shaw with a couple laptops
 - o 10am – 11:50am
- Continued working on updates for the laptop
 - o 1pm – 1:45pm
- Changed out batteries in two battery backups for the County Clerk
 - o 1:45pm – 2:15pm

- Went to the Highway Department to work on Terry Remhof's computer
 - o 2:15pm – 3:40pm

October 18, 2018

- Checked on the last of the updates for the laptop
 - o 8:30am – 9am
- Started the reset on Terry Remhof's computer
 - o 9am – 12pm 1pm – 5pm
- Went to Focus House to work on computer's connection to the network
 - o 1pm – 2:15pm

October 19, 2018

- Took Terry's computer back to Highway department and got it set up
 - o 8:45am – 10:30am
- Went back to Highway Department to work on Deb's computer
 - o 10:35am – 11:15pm

October 22, 2018

- Went to Highway Department to grab Terry's Computer to work on it again
 - o 9am – 9:45am
- Ran through troubleshooting on Terry's computer
 - o 10am –
- Went to 911 offices to fix Java issue to let them back into Kronos for payroll
 - o 10:25am – 11:20am

October 23, 2018

- Went to Judicial Center to get information about a computer and set up a standing desk
 - o 9:15am – 9:50am
- Worked with Dell support on getting a replacement hard drive for Terry's Computer
 - o 10am – 12:15pm

October 24, 2018

- Went to Focus House to help Joe Shaw with his desktop and laptops
 - o 2:30pm – 4pm

October 25, 2018

- Swapped hard drives in Terry's computer
 - o 9:30am – 9:45am
- Loaded the image on to the new hard drive then monitored the computer to make sure it didn't blue screen again
 - o 10am – 12pm

October 26, 2018

- Went to EOC to meet up with a tech for a printer
 - o 8:30am – 10am
- Ran updates on Terry Remhof's computer
 - o 10am – 12pm
- Took Terry's computer back to the Highway Department and set it up
 - o 1pm – 2pm

October 29, 2018

- Went to Oregon Health Department to fix issue with MEDI website
 - o 9:25am – 9:40am
- Went to Rochelle Health Department to replace monitor
 - o 9:40am – 11:45am
- Went to Judicial Center to set up four stand up desk risers
 - o 1pm – 4pm

October 30, 2018

- Performed updates and cleaned up board member laptop
 - o 9am – 9:30am
- Replaced hard drive in computer and got it ready to be imaged
 - o 9:30am – 9:40am
- Unboxed and set up a computer
 - o 10:50am – 12pm 1pm – 2pm
- Did some straightening in the storage room
 - o 11:35am – 12pm 1pm – 2:50pm

October 31, 2018

- Ran a cable in the court house basement switch room
 - o 9:30am – 9:50am
- Created a document on where the NAC panels are in the Judicial Center and what kind of batteries they take
 - o 10am – 10:15am
- Planned out possible places to put cameras up at Focus House
 - o 10:30am – 11am
- Performed the last of the updates on the computer from yesterday
 - o 11am – 12pm
-