

**County IT Committee
Tentative Minutes
October 9, 2018**

1. Call Meeting to Order: Chairwoman Whalen called the meeting to order at 8:02 a.m. Present: Heuer, Griffin and Nordman. Others: IT Manager Larry Callant. Absent: Finfrock.
2. Approval of Minutes – September 11, 2018: Motion by Griffin to approve the minutes as presented, 2nd by Heuer. Motion carried.
3. Approval of Bills: Callant updated the committee on the purchase of a vehicle for the IT Department. Motion by Griffin to approve the bills totaling \$15,676.48, 2nd by Heuer. Motion carried.
4. Public Comment: None
5. Department Report: Callant gives an update on Jacob’s work performance and will have him set-up voice mail on his cell phone.
6. Committee Updates
 - Fiber Repair: Callant informs the committee the bill for the relocation of the Fiber is in Long Range Planning bills.
7. Old Business
 - Vehicle Purchase: Whalen states we covered this topic with the bills.
 - 2018 Finance Review: none
 - 2019 Budget Review: Whalen thanks Nordman and Typer for visiting various county departments to see what the absolute bottom line numbers in their budgets.
8. New Business
 - Resolution recognizing IT as a County Department: Whalen is asking for committee support to define IT as a County Department. There is no department for IT listed on the County website. Callant says originally he was hired for GIS and it has evolved into IT services over the years. Whalen would like to see the IT Department Head appointed by the County Board and under the direction of the IT Committee. There was discussion about discussing having the Executive Committee present a Resolution to establish an IT Department. Then have Finance appropriate the funding in the budget. There needs to be a job description and a contract.
9. Closed Session: None
10. Adjournment: There being no further business, Chairwoman Whalen adjourns the meeting.
Time: 8:46 a.m.

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

County IT Committee
October 9, 2018

7-26-18

IT Department ~~Head~~ Manager Duties and Responsibilities

Oversee all IT technology operations and evaluate them according to established goals and current IT protocol

Develop and establish IT policies and systems which support the implementation of approved county IT strategies and goals

Analyze the IT requirements of all county departments to best determine their technology needs with ~~appropriate~~ appropriate recommendations from the IT department

Determine and recommend for purchase updated, efficient, and cost-effective ~~technology~~ IT equipment and software for the ~~betterment of the~~ use in the various Ogle County departments

~~Inspect the use of technology equipment and software to ensure functionality, efficiency and network security.~~

~~Direct and acting on opportunities to improve and update software and systems for the county that are identified by regular checks on network and data security~~

Conduct or direct regular system and security audits on the Ogle County network ~~and security audits.~~

Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages

~~For~~ Provide direction with regard to major IT expenditures and upgrades, ~~in conjunction with the approximate~~ within the various county committees

Provide direction and assistance to all IT team members

Be responsible for day-to-day IT operations ~~Control Budget and report on expenditure~~

Develop and manage the budget for County IT needs

Report on all IT expenditures to the County IT Committee

Assist in building relationships with IT vendors ~~and creating~~

Create cost-efficient IT contracts for County Board consideration

10/9/18
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