

**County IT Committee
Tentative Minutes
March 12, 2019**

1. Call Meeting to Order: Chairwoman Whalen called the meeting to order at 10:00 a.m. Present: Heuer, Nordman and Youman. Others: IT Manager Larry Callant and Typer. Absent: Oltmanns.
2. Approval of Minutes – February 13, 2019: Motion by Youman to approve the minutes as presented, 2nd by Nordman. Motion carried.
3. Approval of Bills: Motion by Nordman to approve the bills totaling \$31,787.24, 2nd by Youman. Callant explained the bills; large portion is the New World annual contract. Motion carried.
4. Public Comment: None
5. Department Report: Callant stated he has taken some security classes the past couple of weeks. He informs the Committee of a meeting he attended with the County Clerk and the Department of Innovation and Technology (DoIT) Cyber Navigator. The State Board of Elections will be retrieving Voter Registration data through the ICN (Illinois Central Network) and not over the Internet. Callant discussed the difference between having a common domain verse a stand-alone computer. Youman asked if his servers are more secure than a cloud server; yes, you do not know where the location of the cloud servers. Callant stated very few connect to our servers from the outside and then do need to go through certain permissions to obtain access. Discussion was held regarding the need for Cyber Security Policy. Youman would like to see what type of reporting capabilities Callant has to monitor usage of all computers.
6. Committee Updates
 - IT Service Request Software: None
 - Fiber Repair Update: RFP will be available for the April meeting.
 - Frontier Update: None
7. Old Business
 - IT Dept. Head Job Description: Whalen stated Gouker and Finrock have approved the job description and support it moving forward. Motion by Youman to approve the job description as presented and forward onto Executive Committee, 2nd by Heuer. Motion carried.
 - Future IT Funding: Whalen stated the funding will be a lengthy discussion; New World is something that is used by everyone and should Long Range pay for it. They need to consider other programs that is required by departments. Whalen distributed a report contain all departments and various computer equipment/maintenance lines from 2016 to current. Whalen stated there are no line definitions that dictate what is paid from those budget lines. They cannot get a good picture when Dept. Heads can pay the items from whatever lines they choose. Whalen would like to see line definitions. Callant stated in previous budgets, hardware and software (4710) was all in one line. This year, he asked to have separate lines (4714 & 4715). Whalen would like to break down the information more and attach definitions for the lines. Whalen stated these lines are all General Fund budget lines. Whalen has spoken with Sparrow about setting up a Technology Revolving Fund, similar to the

Vehicle Revolving Fund account. Sparrow recommended that they look for a 3-year average of hardware costs. Whalen stated moving forward when departments invest in new programs and chose not to purchase maintenance/support of the new program then it gets expensive when assistance is needed. Youman stated it is just courtesy to include Callant.

8. New Business: Youman would like to see power supply strips and telephones in the conference rooms.

9. Closed Session: None

10. Adjournment: With no further business, Chairwoman Whalen adjourned. Time: 11:02 a.m.

Respectfully submitted,
Tiffany O'Brien

RESOLUTION 2019-01XX

Ogle County Information Technology Department Manager Job Description

RESPONSIBILITIES

This position is responsible for:

- 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 recommendations from the IT department
- Determine and recommend for purchase updated, efficient, and cost-effective IT equipment and software for use in the various Ogle County departments
- Conduct or direct regular system and security audits on the Ogle County network
- Oversee and determine time frames for major IT projects including system updates, upgrades, migrations, and outages
- Provide direction with regard to major IT expenditures and upgrades within the various county committees
- Provide direction and assistance to all IT team members
- Be responsible for day-to-day IT operations
- 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
- Create cost-efficient IT contracts for County Board consideration

Adopted by the County Board of Ogle County, State of Illinois on this 12th day of March, 2019.

Attest:

Kim P. Gouker
Chairman, Ogle County Board

Laura J. Cook
Ogle County Clerk

Category	2018-2019 Appropriations							To-Date Spent							
	Total Appropriated	To Date Total Spent	4510 - Office Supplies	4710 - Computer Hardware & Software	4714 - Software Maintenance	4715 - Hardware Maintenance	4720 - Office Equipment	4724 - Office Equipment Maintenance	4730 - Equipment New & Used	Total Spent					
01 - County Clerk	\$21,500	\$4,077	\$8,500		\$13,000					\$662	\$3,115				
20 - Elections	\$30,000	\$3,000			\$30,000						\$3,000				
02 - Building & Grounds	\$68,500	\$2,232			\$66,268						\$2,232				
03 - Treasurer	\$40,000	\$3,868	\$23,800		\$16,200						\$3,868				
04 - HEW	\$0	\$0													
20 - Regional Sup't of Schools	\$0	\$82									\$82				
06 - Judicial	\$10,000	\$826			\$3,500						\$606				\$220
07 - Circuit Clerk	\$0	\$848									\$848				
08 - Probation	\$0	\$0													
09 - Focus House	\$6,000	\$975	\$1,000		\$1,000						\$348				\$158
10 - Assessment	\$22,513	\$5,880	\$7,500		\$12,063						\$2,567				\$158
40 - Board of Review	\$3,000	\$13									\$13				\$18
11 - Zoning	\$6,700	\$656	\$3,500								\$656				\$18
12 - Sheriff	\$82,500	\$6,515	\$35,000		\$1,000						\$7,615				\$2,125
60 - OEMA	\$2,765	\$716			\$25,000						\$591				\$125
62 - Emergency Comm.	\$36,000	\$2,310	\$1,000		\$25,000						\$2,310				\$125
13 - Coroner	\$4,756	\$0	\$1,800								\$1,800				\$0
14 - State's Attorney	\$19,220	\$1,264	\$34,500								\$1,264				\$0
16 - Finance	\$2,500	\$234	\$7,500								\$234				\$0
22 - Corrections	\$57,500	\$7,021	\$32,500		\$25,000						\$7,021				\$0
23 - IT	\$113,141	\$27,150	\$32,500		\$12,290						\$27,150				\$0
Line Item Total \$	\$26,595	\$67,667	\$119,800		\$106,055						\$106,055				\$27,75
(*) Office Supplies (4510)	\$406,795	\$47,388			\$122,172						\$122,172				\$0

Category	2017-2018							2016-2017									
	Total Spent	4510 - Office Supplies	4710 - Computer Hardware & Software	4714 - Software Maintenance	4715 - Hardware Maintenance	4720 - Office Equipment	4724 - Office Equipment Maintenance	4730 - Equipment New & Used	Total Spent	4510 - Office Supplies	4710 - Computer Hardware & Software	4714 - Software Maintenance	4715 - Hardware Maintenance	4720 - Office Equipment	4724 - Office Equipment Maintenance	4730 - Equipment New & Used	Total Spent
01 - County Clerk	\$6,850	\$13,755	\$38,584		\$2,591				\$20,605	\$9,339	\$12,903	\$18,135					\$22,242
02 - Building & Grounds	\$27,000	\$47,236	\$70,878		\$2,591				\$49,827	\$19,126	\$57,251	\$45,554					\$33,183
03 - Treasurer	\$0	\$0			\$0				\$38,627	\$19,126	\$45,554						\$57,251
04 - HEW	\$580	\$0			\$0				\$0	\$0	\$0						\$0
20 - Regional Sup't of Schools	\$0	\$0			\$0				\$966	\$2,435	\$2,591						\$5,612
06 - Judicial	\$5,827	\$0			\$5,827				\$8,024	\$2,591	\$2,591						\$8,024
07 - Circuit Clerk	\$3,662	\$0			\$3,662				\$3,612	\$2,591	\$2,591						\$3,612
08 - Probation	\$3,737	\$0			\$3,737				\$0	\$0	\$0						\$0
09 - Focus House	\$4,552	\$12,559			\$1,993				\$3,969	\$1,667	\$12,434						\$18,666
10 - Assessment	\$5,914	\$1,559			\$1,993				\$19,104	\$3,912	\$12,434						\$24,459
40 - Board of Review	\$3,527	\$1,559			\$1,993				\$4,977	\$2,518	\$2,518						\$4,659
11 - Zoning	\$12,667	\$2,600			\$2,286				\$34,762	\$12,528	\$2,286						\$36,667
12 - Sheriff	\$774	\$24,236			\$454				\$2,435	\$893	\$316						\$2,130
60 - OEMA	\$0	\$0			\$0				\$0	\$0	\$0						\$0
62 - Emergency Comm.	\$11,400	\$0			\$0				\$15,056	\$1,227	\$0						\$16,283
13 - Coroner	\$1,940	\$0			\$0				\$1,940	\$2,164	\$0						\$2,164
16 - Finance	\$2,256	\$4,833			\$2,600				\$2,646	\$3,460	\$12,677						\$19,483
22 - Corrections	\$14,537	\$117,700	\$31,000		\$4,872				\$402,901	\$132,069	\$67,181						\$536,198
23 - IT	\$114,537	\$117,700	\$106,546		\$8,386				\$387,764	\$97,058	\$41,626						\$449,456
Line Item Total \$	\$406,795	\$47,388	\$106,055		\$122,172				\$1,060,555	\$277,000	\$277,000						\$2,224,129
(*) Office Supplies (4510)	\$406,795	\$47,388			\$122,172				\$1,060,555	\$277,000	\$277,000						\$2,224,129