

County Facilities – Court Security and IT Committee
Tentative Minutes
(Remote Attendance due to COVID-19 Crisis)
January 12, 2021

1. Call Meeting to Order: Chairman Nordman called the meeting to order at 1:01 p.m. Present via audio: Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox and Miller. Others via audio: Sheriff Brian VanVickle, Coroner Lou Finch, and IT Manager Larry Callant.
2. Approval of Minutes – December 8, 2020: Motion by Kenney to approve the minutes as presented, 2nd by Williams. Reising asks that the motion include the County Facilities, Court Security and IT Committee minutes be approved since there is a new committee structure. Kenney amends the motion to include the December 2020 minutes of the County Facilities, Court Security and IT Committee meetings. Roll call: Yes – Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox, Miller and Nordman. Motion carried.
3. Public Comment: None
4. Review and Approval of Claims:
 - Department Claims:
 - **County Facilities:** Motion by Kenney that the department claims have been reviewed, 2nd by Youman. Roll call: Yes – Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox, Miller and Nordman. Motion carried. Total: \$33,049.38.
 - **Sheriff:** \$11,168.73 - **Emergency Communications:** \$1,184.73 - **Corrections:** \$3,103.84 - **OCEMA:** \$3,046.87 - Motion by Reising that the department claims have been reviewed, 2nd by Oltmanns. Kenney asks if these bills are commingled with the Judicial Center Annex. Sheriff states they are not commingled at this point. Roll call: Yes – Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox, Miller and Nordman. Motion carried.
 - Claims:
 - **Sheriff:** Motion by Youman to approve claims for \$6,997.06, 2nd by Kenney. Nordman asks VanVickle to explain the DeLange claim. VanVickle states this is for the printers for the offices. Roll call: Yes – Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox, Miller and Nordman. Motion carried.
 - **Emergency Communications:** Motion by Williams to approve claims for \$6,376.86, 2nd by Youman. Roll call: Yes – Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox, Miller and Nordman. Motion carried.
 - **Corrections:** Motion by Reising to approve claims for \$23,424.91, 2nd by Kenney. VanVickle explains the bill to KSB and Oregon Healthcare Pharmacy to the committee. Oltmanns asks about the Ecowater Systems claim. VanVickle says this is for the water softener at the jail for September and October. The billing clerk at Ecowater was out due to COVID and they are catching up on their billing. Roll call: Yes – Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox, Miller and Nordman. Motion carried.

- **OCEMA:** Motion by Miller to approve claims for \$1,273.37, 2nd by Oltmanns. Roll call: Yes – Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox, Miller and Nordman. Motion carried.
 - **Coroner:** Coroner Finch presents claims for \$3,864.14. Motion by Kenney to approve claims for \$3,864.14, 2nd by Fox. Roll call: Yes – Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox, Miller and Nordman. Motion carried.
5. Coroner Department Update: Coroner Finch reports they have had 54 deaths since the last committee meeting. Finch reports there were 500 deaths in 2019 and 519 deaths in 2020. Finch had received communication that Funeral Home employees and Coroner employees were able to get the COVID vaccine. Finch contacted the Health Department and within 2 weeks, they received their vaccinations. Finch commends the Health Department for their work during this pandemic.
- Nordman has Finch explain the Cremation Fund for the new committee members. Finch reports the Cremation Fund was created to help fund supplies and office equipment for the office. The General Fund does not fund office supplies for the Coroner's Office. Nordman asks about the Autopsy Fees and Dr. Peters. Finch says the doctor has not increased his fees in exchange for use of the facility for other counties; who bring in their own supplies. Nordman asks Finch to explain the operations of the Coroner Office. Finch states they are a 24/7-day operation. During the day, Chief Deputy Jeanette takes care of the appointments and State required paperwork. Finch states there is another Deputy with the Coroner during the day and at night he has 2 night deputies who work one week on and one week off. If they need assistance, they call Finch and if there are multiple calls; they do the best that they can.
6. IT:
- **Claims:** Motion by Williams to approve claims for \$33,276.56, 2nd by Reising. Fox asks if this amount is normal for IT claims. Callant says yes but some of the bills are Annual Maintenance. Nordman asks Callant to explain some of the software bills: DevNet is the tax software shared between the Assessor, County Clerk and Treasurer Offices; Tyler Corporation is New World, which is the accounting system. and HR Employee Portal for the County. Executime that is a payroll program for department time keeping purposes. The Sheriff's Department uses this for the various employees as well as the Highway Department. Syndeo assists with switch programming and other IT functions. Reising asks if other departments are able to use this system will the cost continue to be the same. Callant states Focus House uses their own vendor, but he wants to make sure the Sheriff and Highway Departments are going well before any additions. Oltmanns asks about the podcast microphone, who is receiving this? Callant says they are going to try to use this for the courtrooms. Nordman asks if this can be a COVID expense. Callant did not code this; as such, the cost is minimal. . Roll call: Yes – Reising, Williams, Kenney, Oltmanns, Youman, Billeter, Fox, Miller and Nordman. Motion carried.

7. County Facilities Update:

- Project Status Report: VanVickle reported the following:
 - Focus House Sidewalk: VanVickle states he has talked to Joe Shaw at Focus House who has someone who can take care of this item, but with the weather it will not be taking place anytime soon;
 - Communication Tower: This is referred to as the Liberty Hill/old tower on Route 64 outside of Oregon and has been decommissioned. The equipment has been removed and due to the weather work has been delayed;
 - Judicial Center Annex: Maintenance has been working in the new facility to get equipment installed and training is being done;
 - Snow removal: VanVickle ordered a plow for the 4-wheeler to allow for speedier snow removal on the various sidewalks;
 - Public Defenders Office: There was a request made by Judge Hanson for modification of space for the new Public Defenders Office. This will require a significant expenditure for this request, which is about \$30,000 due to security measures. VanVickle is concerned with the request. Oltmanns asks about the space utilized by the ROE once a week in the old Courthouse. VanVickle states there has been discussion - Courthouse or Judicial Center – the State Statute dictates the Sheriff provides the location of courtroom for the Judges but not courtroom assignments. This is part of the concern; the area the judge wants to use is a secure area in the judge’s chambers. If there is a more conservative approach, they can make the space available in the Judicial Center. There was discussion in regards to the Law Library space. The Sheriff states there is a fee collected and according to State Statutes there are certain conditions that need to be met.;
 - Iron Mike: Nordman states this is moving along;
 - County Board pictures: VanVickle states he and Nordman looked through the basement of the Judicial Center and did not find anything;
 - Plaque at Judicial Center/Sheriff Admin Bldg: Sheriff states the Judicial Center location is not for a plaque, it was determined it is a time capsule that wasn’t enclosed. The Sheriff Admin. plaque, Sheriff says a plan is in place to get this completed;
 - Memorial Hall: There is water damage that has been reported and painting that needs to be done.

8. County Security:

- VanVickle updates the committee on the NexGen 911 implementation that will be done this month; as well as a schedule for other law enforcement agencies. The Sheriff’s Department received a \$15,000 Grant from Firehouse Subs and \$1,000 Grant from Wal-Mart for the purchase of a new K-9 as well as some equipment. VanVickle states pictures taken by Lt. Hardesty were submitted to a magazine and a photo of the K-9 was selected for the cover. VanVickle says the vehicles have been ordered, patrol staffing level is good, Detectives is short 1 person, Corrections is short 2 people and Dispatch is short 1 person. VanVickle says the meeting with the US Marshalls went well and they will be meeting again. VanVickle testified in front of the House and Senate in Springfield over the weekend in regards to proposed legislation changes. There are legislation changes

that are being presented and not enough time to review the changes. Nordman asks about the assistance from IT with the interfacing. Callant says they are ready and waiting for the other vendors.

9. Old Business: None
10. New Business: Nordman states departments should continue to code items for COVID since this may be extended into the new year. Kenney does not have an answer at this time but also encourages everyone to code the items. VanVickle states the City of Rochelle extended by resolution for an additional 30 days but not to exceed 60 days. Nordman states we can continue with the 80 hours COVID time for employees but the County may not be reimbursed. Nordman says continue to report as we have been. Nordman states the county has submitted for reimbursements for the maximum that was given.
11. Closed Session: None
12. Adjournment: With no further business, Chairman Nordman adjourned the meeting.
Time: 2:10 p.m.

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