

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman

Members: Paul Arena, John Butitta,

Valerie Hanserd, Joe Hoffman,

Jaime Salgado, Michael Thompson

DATE: THURSDAY, JANUARY 4, 2024

TIME: 5:30 PM

LOCATION: ROOM 303

COUNTY ADMINISTRATION BLDG

404 ELM STREET

ROCKFORD, IL 61101

AGENDA:

A. Call to Order

B. Roll Call

C. Approval of Minutes – December 7, 2023

D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.

E. Resolution Authorizing the Execution of a Memorandum of Understanding for Information Technology Support Services for the Northern Illinois Training Advisory Board

F. Resolution Authorizing the Execution of an Intergovernmental Agreement for Information Technology Support Services Between the County of Winnebago, Illinois and the Rockford Housing Authority

G. Resolution Awarding Fence Repair at Juvenile Detention Center Using CIP PSST 2023 Funds
Cost: \$40,580

H. Resolution Awarding Tile and Grout Repairs at Juvenile Detention Center Using CIP PSST 2023 Funds
Cost: \$24,900

I. Discuss Restoring Chairman's Powers/Duties (Request by Jean Crosby)

J. Discuss County Board Rule Regarding Seating Arrangement (Request by Jean Crosby)

K. Discuss Ordinance Regarding Proclamations (Request by Jean Crosby)

L. Future Agenda Items

M. Adjournment

**Winnebago County Board
Operations and Administrative Committee Meeting**
County Administration Building
404 Elm Street, Room 303
Rockford, IL 61101

Thursday, December 7, 2023
5:30 PM

Present:

Keith McDonald, **Chairperson**
Valerie Hanserd, **Vice Chairperson**
Paul Arena
John Butitta
Joe Hoffman
Jaime Salgado
Michael Thompson

Others Present:

Patrick Thompson, County Administrator
Steve Schultz, Chief Financial Officer
Hope Edwards, Director, Purchasing
Lafakeria Vaughn, Civil Bureau Chief, State's Attorney's Office
Debbie Crozier, Director, Human Resources
Marlana Dokken, Director, Chairman's Office of
Criminal Justice Initiatives
Chris Dornbush, Director of Development Services
Michael Iasparro, Attorney, Hinshaw & Culbertson
Jess Liptzin, WTVO Eyewitness News
Debbie Jarvis, Director of Court Services, 17th Judicial Circuit
Julie McCray-Grotto, Superintendent, Juvenile Detention
Taryn Marko, Deputy Director, Juvenile Division
Carlos Molina, County Engineer, Highway Dept.
John Saquisili, IT Specialist, IT Dept.
Deanna Severson, Purchasing Specialist, Purchasing
John Sweeney, County Board Member (Arrived 5:45 pm)

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – October 19, November 9 and 16, 2023
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution Awarding Contract for Bulk Natural Gas Supply
- F. Ordinance Amending Chapter 62, Article IX (Regular Part-Time Employees) of the Winnebago County Code of Ordinances
- G. Resolution Authorizing the Operation of Non-Highway Vehicles on Cunningham Road (Ch 49) and Winnebago Road (Ch 16) within the Village of Winnebago
- H. Future Agenda Items
- I. Adjournment

Chairperson McDonald called the meeting to order at 5:30 PM.

Roll Call

Chairperson Keith McDonald yes, Paul Arena yes, John Butitta yes, Joe Hoffman yes, Jaime Salgado yes, Michael Thompson yes, Vice Chairperson Valerie Hanserd yes.

Approval of Minutes – October 19, November 9 and 16, 2023

Motion: Mr. Thompson. Second: Mr. Salgado.

Chairperson McDonald called for any changes.

- Discussion followed.

Motion passed by unanimous voice vote.

Public Comment

Chairperson McDonald omitted reading the Public Comment Section of the Agenda due to no one present to speak.

Patrick Thompson, County Administrator introduced Hope Edwards, Purchasing Director. Ms. Edwards shared her excitement in joining the Winnebago County Administrative team.

Resolution Awarding Contract for Bulk Natural Gas Supply

Motion: Chairperson McDonald. Second: Mr. Thompson.

- Discussion followed.

Motion passed by unanimous voice vote.

Ordinance Amending Chapter 62, Article IX (Regular Part-Time Employees) of the Winnebago County Code of Ordinances

Motion: Chairperson McDonald. Second: Mr. Thompson.

- Discussion followed.

Motion passed by unanimous voice vote.

Resolution Authorizing the Operation of Non-Highway Vehicles on Cunningham Road (Ch 49) and Winnebago Road (Ch 16) within the Village of Winnebago

Motion: Chairperson McDonald. Second: Mr. Thompson.

- Discussion followed.

Motion passed by unanimous voice vote.

Future Agenda Items

- Dumpster Blight Review

Motion to Adjourn

Chairperson McDonald called for a motion to adjourn the meeting.

Motion: Mr. Thompson. Second: Mr. Salgado.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile
Administrative Assistant



Resolution Executive Summary

Prepared By: Dan Magers
Committee Name: Operations and Administrative Committee
Committee Date: January 4, 2024
Board Date: January 11, 2024
Resolution Title: Resolution Authorizing the Execution of a Memorandum of Understanding for Information Technology Support Services for the Northern Illinois Training Advisory Board

Budget Information

Budgeted? N/A	Amount Budgeted?
If not, originally budgeted, explain the funding source?	
ORG/OBJ/Project Codes: Various County Accounts Descriptor:	
Budget Impact?	

Background Information: The County of Winnebago, Illinois through its Department of Information Technology (DoIT) shall provide Information Technology services to the Northern Illinois Training Advisory Board (NITAB) which includes, but are not limited to: a) general management of information technology; b) assessment of information technology problem areas, formulation of improvement recommendations and facilitation of approved changes and/or enhancements; c) workstation, server, network, and technology appliance break/fix support; d) email hosting; e) server hosting; f) file/server backup; g) other work activities mutually agreed upon by DoIT and the NITAB; h) monthly billing including a summary of hours and activities; and i) 24/7/265 support phone number is (815) 319-4300 and support email is Helpdesk@doit.wincoil.gov.

Recommended By: Dan Magers

Contract/Agreement Information: It is recommended the County of Winnebago, Illinois execute the Memorandum of Understanding between the County through its Department of Information Technology (DoIT) and Northern Illinois Training Advisory Board (NITAB). The agreement duration is November 17, 2023 through November 17, 2024.

Follow-Up Steps: Execution of the Memorandum of Understanding.

County Board Meeting: January 11, 2024

**RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2024 CR

**RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING FOR
INFORMATION TECHNOLOGY SUPPORT SERVICES FOR THE NORTHERN ILLINOIS TRAINING ADVISORY BOARD**

WHEREAS, Section 2-212 of the Code of Ordinances for the County of Winnebago, Illinois, provides that, “the purpose of the Information technology department is to provide computer, data processing and record retention services primarily to offices and departments of county government and, secondarily, upon specific authorization of the county board, to units of local government within or outside the county, and to other area businesses”; and

WHEREAS, Northern Illinois Training Advisory Board has requested information technology support services from the County of Winnebago, Illinois through its Department of Information Technology; and

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the request to provide information technology services and recommends executing the memorandum of understanding (MOU) under the terms set forth in the MOU (see Resolution Exhibit A).

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that the Winnebago County Board Chairman is authorized to execute the Memorandum of Understanding between the County of Winnebago, Illinois through its Department of Information Technology and the Northern Illinois Training Advisory Board, in substantially the same form as contained in Exhibit A.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Finance Director, Chief Information Officer, County Board Office, and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIR

KEITH McDONALD, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

PAUL ARENA

PAUL ARENA

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

JAIME SALGADO

JAIME SALGADO

MICHAEL THOMPSON

MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this ____ day of _____ 2024.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIR OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS



WINNEBAGO COUNTY

— ILLINOIS —

Date: November 17, 2023

To: Jeff Schelling
Executive Director
527 Colman Center Drive
Rockford, IL 61108

From: Dan Magers
Chief Information Officer
404 Elm Street
Rockford, IL 61101

Subject: Memorandum of Understanding – Information Technology Support Services for the Northern Illinois Training Advisory Board

General Responsibilities:

The County of Winnebago, Illinois (County) through its Department of Information Technology (DoIT) shall provide Information Technology services to the Northern Illinois Training Advisory Board (NITAB) which includes, but are not limited to: a) general management of information technology; b) assessment of information technology problem areas, formulation of improvement recommendations and facilitation of approved changes and/or enhancements; c) workstation, server, network, and technology appliance break/fix support; d) email hosting; e) server hosting; f) file/server backup; g) other work activities mutually agreed upon by DoIT and the NITAB; h) monthly billing including a summary of hours and activities; and i) 24/7/265 support phone number is (815) 319-4300 and support email is Helpdesk@doit.wincoil.gov.

Supervision:

Works under the broad guidance of Executive Director Jeff Schelling or designee(s).

Agreement Duration:

November 17, 2023 through November 17, 2024.

Payment:

DoIT shall provide information technology labor at the rate of \$71.14 per hour plus approved materials and travel expenses, planned or unplanned afterhours labor will be billed at the rate of \$106.71; service calls are billed door to door.

A 15% administrative overhead fee will be charged for any materials where DoIT funds are used whereas an invoice will be issued for the cost of the materials plus 15%. DoIT receives special pricing on specific



WINNEBAGO COUNTY

— ILLINOIS —

models of laptops and desktops; DoIT will charge labor for gathering specifications/configuration recommendations.

Warranty:

None.

Limitation of Liability:

In no event shall the County and the County through its DoIT be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, such as, but not limited to, delay, disruption, loss of product, loss of anticipated revenue, loss of use of the equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment, systems or power.

Termination:

During the course of this agreement, and providing a 30-day written notice, the County or the NITAB may seek to alter or terminate this agreement. This agreement shall continue in force for a period of one (1) year. Upon expiration thereof, this agreement will continue in force until either party notifies the other party in writing of its intent to alter or terminate this agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding on the ____ day of _____, 2023.

Agreed:

Joseph V. Chiarelli
Chairman of the County Board of the
County of Winnebago, Illinois

Jeff Schelling, Executive Director
NITAB

Attest:

Lori Gummow
Clerk of the County Board of the
County of Winnebago, Illinois