1. CALL TO ORDER

2:00 PM meeting was called to order by DuPage County State's Attorney Robert Berlin at 2:03 PM.

   Robert Berlin, DuPage County State's Attorney

2. ROLL CALL

   PRESENT: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz (1:16 PM), Berlin, Vesta, Ginex
   ABSENT: Breinig, Bloom

   Tom Cuculich was present as a representative for Dan Cronin, Chairman of the County Board.
   Linda Zerwin was present as a representative for Member Gary Grasso, Chairman of the
   Emergency Telephone System Board.
   Jim Kruse was present as a representative for Member John Zaruba, County Sheriff.

3. CHAIRMAN'S REMARKS

   Member Berlin welcomed everyone to the first meeting of the PRMS Oversight Committee,
   which he noted was created by the intergovernmental agreement between the County and the
   City of Warrenville.

4. PUBLIC COMMENT

   None.

5. APPROVAL OF MINUTES

   None.

6. ACTION ITEMS

   A. Action Item -- Nomination for and selection of Police Records Management System
      Oversight Committee Chairman.

      Member Cuculich nominated Member Berlin, seconded by Member Kruse, for
      Committee Chairman. Member Berlin accepted. No other nominations were offered.
      On a voice vote, all ayes. Motion carried.
RESULT: APPROVED [UNANIMOUS]
MOVER: Daniel J Cronin, Chairman
SECONDER: John Zaruba, Sheriff
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex
ABSENT: Breinig, Bloom

B. Action Item -- Nomination for and selection of Police Records Management System Oversight Committee Vice Chairman.

Member Ginex nominated Member Fieldman, seconded by Member Carlsen, for Committee Vice-Chairman. Member Fieldman accepted. No other nominations were offered. On a voice vote, all ayes. Motion carried.

RESULT: APPROVED [UNANIMOUS]
MOVER: Rick Ginex, Village Manager, Village of Oak Brook
SECONDER: Donald Carlsen, Chief Information Officer
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex
ABSENT: Breinig, Bloom

C. Action Item -- Adoption of Police Records Management System Oversight Committee 2018 Meeting Schedule.

RESULT: APPROVED [UNANIMOUS]
MOVER: Mark Franz, Village Manager, Village of Glen Ellyn
SECONDER: Gary Grasso, District 3
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex
ABSENT: Breinig, Bloom

7. REPORTS

A. RMS Update

David Jordan, RMS Manager, discussed the RMS reports and updates, as attached hereto. The first report is a Hexagon status report, received monthly. Hexagon is the County's CAD/RMS vendor. Mr. Jordan said they could send the reports to this committee monthly as well, if that is the preference.

In addition, Mr. Jordan discussed the monthly report received from DeltaWrx, a consulting company brought on by the Emergency Telephone System Board (ETSB) to be the project manager and represent the County for the RMS project.
Next, the third report included is from Mr. Jordan to give an overview specific to the RMS side of the project, whereas the Hexagon and DeltaWrx encompass both the RMS and CAD portions.

At the Chairman's request, the committee agreed to receive these reports on a monthly basis.

Lastly, the final two pages include a preliminary timeline of the project. Mr. Jordan said timeline begins in June of 2018. Until that point, the County will be working with Hexagon on test plans, including attending a workshop on March 20th. Hexagon is working to define and develop enhancements, with a completion goal date of July. Once the enhancements are in place in July, the vendor will move forward with a factory acceptance test, which is a dry run to ensure all of the enhancements and configurations are proper before performing onsite acceptance testing. Towards the end of August or beginning of September, the entire RMS team will be onsite for an acceptance test. After acceptance, end user training will begin, followed by "train the trainer" by County staff.

Member Ginex asked what the enhancements include. Mr. Jordan said there are 25 total enhancements, six of which were brought about by the County and other customers' requests. Some were included in the RFP response while others were added after the fact.

Chairman Berlin asked if these enhancements were not contemplated in the original specs. Mr. Jordan and Member Carlsen explained that while they are being called enhancements and it may be outside of the RFP response, it is more of a modification to a tool or product that works, but is being improved to better meet customer expectations.

Chairman Berlin asked how confident County staff feels about the project timeline, to which Mr. Jordan responded by explaining that a top-level executive from Hexagon offered the timeline, which he feels is legitimate.

Chairman Berlin then asked when the monthly reports will begin. Mr. Jordan said he is unsure of the start date, but likely at the end of the month.

Member Franz asked if County staff is confident and comfortable with the vendor's schedule. Mr. Jordan said he is.

Member Franz then asked if everything on the CAD side is going smoothly, to which Mr. Jordan answered it is.

**RESULT:** HAND OUT

8. DISCUSSION
A. Invoicing

Member Zerwin discussed the invoicing proposed by her, Don Carlsen, and Paul Rafac, as attached hereto. She said billing would be based on the County's fiscal year, December 1. She noted it would be set up the same as Net RMS billing. She said the cost is based on the number of users. The recommended process going forward would use a March 1st and March 15th cutoff to give users time to process invoicing. County IT will be responsible for creating and sending out invoices while County Finance would receive and apply the funds, based on how they are billed.

Member Rafac said nothing was budgeted during the County's appropriation period for the 2018 fiscal year since not all of the IGAs were received. However, the templates were created to track the two items required by the IGA: a PRMS operation fund and a PRMS equipment replacement fund; there is no appropriation in either fund. Moving forward with billing, it will be run through the PRMS operation fund. In the out years, we will also do a transfer from that fund to the equipment replacement fund. In short term, money that comes in will be used to replenish funds in the general fund and ETSB commitments. Once the committee agrees on the process, Finance will go to the County Board to request additional appropriation to create the additional revenue stream and the transfers into the respective general and ETSB funds.

Member Zerwin said multiple agencies have requested to continue on the original payment schedule in order to meet their fiscal year budgets. Member Rafac said if we invoice now, most of those entities would still be able to book that expense back to their prior fiscal year.

Member Fieldman asked if anyone is concerned about paying for a system that is not yet implemented. Member Vesta answered that some agencies are comfortable with it, while others would like the flexibility to wait until the next fiscal year. He asked what the due date would be if the invoices were dated March 1. Members Zerwin and Rafac said there is flexibility with it, since the money was budgeted for last year. Member Rafac said he would like to see it paid by the end of the County's fiscal year.

Member Kruse asked if there is anything in the agreement with Hexagon as far as the provisions if there is a failure to meet the milestones. Member Zerwin said the County talked with Hexagon about this delay and they will be doing a contract amendment to include that provision. She added that if entities were to pay now, ETSB holds the financial risk, since the money will be held by the County until the project is accepted.

Member Zerwin suggested the committee hold a special call meeting in March if there is going to be an amendment to the contract so they can provide a recommendation to ETSB.

Member Vesta proposed invoicing the agencies now and allowing them the choose whether they want to pay it this fiscal year or next. Member Franz asked if the first installment was invoiced now, when the second installment would be invoiced. Member Zerwin answered it would likely be billed within this calendar year. Member Franz responded that the committee should look into the option of billing in March of 2018 then not again until March of 2019, with following payments beginning in 2020. Member Zerwin explained the
challenge would be there is no cash flow return for ETSB, who is fronting the money for this project. Member Franz asked that Member Zerwin look into whether or not the ETSB cash flow is manageable where the payments could be spread out more; Member Fieldman agreed.

Members agreed to invoice based on the current schedule so that agencies who want to pay now can do so, then moving forward there will be a special call meeting to discuss any amendments to the contract and billing.

1. Invoicing Overview

RESULT: HAND OUT

2. Invoicing Estimates

RESULT: HAND OUT

B. Committee Rules

Brian Gorka, Assistant State's Attorney, introduced himself to the committee. He explained there is a section in the IGA requiring the committee to create rules, provide for selection of terms, as well as other functions regarding how the committee will work. He said he will work with committee members and staff to develop the rules, which should be ready for approval at the next scheduled meeting in June.

Member Cuculich added that it is important to add a mission statement as well, to which Mr. Gorka agreed.

RESULT: ANNOUNCED

9. OLD BUSINESS

10. NEW BUSINESS

A. OMA Training Reminder

Mr. Gorka requested that any committee members who have not yet completed Open Meetings Act (OMA) training please do so.

RESULT: ANNOUNCED
11. ADJOURNMENT

With no further business, the meeting was adjourned.