1. CALL TO ORDER

2:00 PM meeting was called to order by Chairman Robert Berlin at 2:00 PM.

2. ROLL CALL

PRESENT: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Breinig, Ginex, Bloom

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

3. CHAIRMAN'S REMARKS

Chairman Berlin noted that as of the last PRMS committee meeting on June 19th, Hexagon was working to define and develop enhancements with a completion goal date of July 2018. Once those enhancements were in place, the plan was for Hexagon to move forward with factory acceptance testing before performing onsite acceptance testing. At the time, a Hexagon top-level executive assured the committee that the timeline would be met. However, the first onsite testing failed. Chairman Berlin said the new timeline would be discussed today.

Chairman Berlin then noted that Brian Gorka is no longer with his office and Greg Vaci is replacing him for this committee.

4. PUBLIC COMMENT

None.

5. CONSENT ITEMS

Member Franz moved, seconded by Member Fieldman, to combine and approve items 5A and 5B.

A. Approval of Minutes

   i. Police Records Management System Oversight - Regular Meeting - Jun 19, 2018 2:00 PM
RESULT: ACCEPTED [UNANIMOUS]
MOVER: Mark Franz, Village Manager, Village of Glen Ellyn
SECONDER: David Fieldman, Village Manager, Village of Downers Grove
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Breinig, Ginex, Bloom

B. PRMS Monthly Reports

i. PRMS Manager Monthly Report - June
RESULT: ADOPTED [UNANIMOUS]
MOVER: Mark Franz, Village Manager, Village of Glen Ellyn
SECONDER: David Fieldman, Village Manager, Village of Downers Grove
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Breinig, Ginex, Bloom

ii. PRMS Manager Monthly Report - July
RESULT: ADOPTED [UNANIMOUS]
MOVER: Mark Franz, Village Manager, Village of Glen Ellyn
SECONDER: David Fieldman, Village Manager, Village of Downers Grove
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Breinig, Ginex, Bloom

iii. PRMS Manager Monthly Report – August
RESULT: ADOPTED [UNANIMOUS]
MOVER: Mark Franz, Village Manager, Village of Glen Ellyn
SECONDER: David Fieldman, Village Manager, Village of Downers Grove
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Breinig, Ginex, Bloom

C. Financial Report

Member Rafac provided the committee with financial reports, as attached hereto. He said to date, 19 entities have paid the first installment, while 12 have not. He noted that the portions in gray of the spreadsheet impact the committee directly. Further, the top parts are expenses the County has been incurring for this project. Member Rafac noted that the
two report writers would be paid from the operation fund. He explained that up-front costs were incurred by the ETSB, which also came from the operation fund, as shown on the report. After further explanation, he said reimbursements will not be done without committee approval. He said the original plan included three $600,000 payments. Member Rafac said $583,000 has been received thus far towards the first installment, adding that nothing has been done yet to reimburse the County or ETSB. Member Rafac said it is up to the committee whether or not reminders for the first installment should be sent to the entities who haven't yet paid, as well as when to send out second installment invoices. Member Fieldman suggested a status report should accompany a reminder to these entities. Member Zerwin suggested revisiting this discussion after the presentation from Hexagon.

RESULT: HAND OUT

6. ACTION ITEMS

A. Adoption of PRMS Oversight Committee Mission Statement

RESULT: ADOPTED [UNANIMOUS]
MOVER: Mark Franz, Village Manager, Village of Glen Ellyn
SECONDER: Paul Rafac, Chief Financial Officer
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Breinig, Ginex, Bloom

B. Adoption of PRMS Oversight Committee Rules

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bradley Bloom, Village Manager, Village of Hinsdale
SECONDER: Gregory Vesta, City Manager, City of Wood Dale
AYES: Cronin, Grasso, Carlsen, Fieldman, Zaruba, Rafac, Franz, Berlin, Vesta, Breinig, Ginex, Bloom

C. FY19 Budget

Member Rafac suggested postponing this item until after the Hexagon presentation.

RESULT: ANNOUNCED

D. Presentation of New Project Plan - Hexagon
The following Hexagon representatives introduced themselves to the committee:
Ben Van Horne - RMS Project Industry Consultant
Bob Brooks - Vice-President of US Public Safety Sales
Hank DiPietro - GM of Public Safety for USA
Bill Campbell - Senior Vice-President of the Americas for Hexagon Safety & Infrastructure

Mr. Van Horne gave a presentation, as attached hereto, regarding the delay in product delivery.

Member Cuculich asked for clarification as to what the vendor can do to improve their job as well as what the public stakeholders can do to improve with communication of their needs. Mr. Van Horne responded that Hexagon needs to work alongside the stakeholder team working on the project to ensure their needs are met. He then said that the design portion took longer than anticipated, which should have been communicated to the County. He added that having too many people working on the project exacerbated the issues.

Mr. Van Horne then reviewed the plan moving forward in his presentation.

Suzette Quintell asked if Hexagon used the stakeholder test plans for the factory acceptance testing. Mr. Van Horne responded yes, but it was rushed through. Mr. DiPietro added that, after review, it never should have gone for onsite testing.

Member Fieldman asked if a change in scope was made to have the County RMS team do more and, if so, does our team know how to do these steps. Mr. Van Horne said the workload falls on Hexagon resources, but they will work more closely with the RMS team to schedule the work. Member Fieldman then asked if the RMS team has the skillset and time needed to do this work. Dave Jordan, RMS manager, said no, we do not have the knowledge or man power. Mr. Van Horne clarified that the County needs to be more involved in validating the work of Hexagon.

Member Bloom expressed concern that he doesn't feel Hexagon has been very transparent. Member Franz added that the deliver date has been moved from February 2019 to August 2019, a substantial increase in time. Mr. Van Horne clarified that testing would begin in June 2019. Member Franz then ask the consultant where they have delivered this size project before. They responded they have implemented this system in Phoenix, Dallas, and other agencies of a similar size and caliber.

After Member Fieldman voiced further concern about placing more responsibility on the RMS team, Mr. Van Horne said Hexagon is not asking the RMS team to do the configuration, but rather increasing and improving communication between the two teams to validate the work being done.

Susan Fishell, RMS Database Administrator, stated that she believed there were additional issues that led to the testing failure, including the CAD link, not having the call for service done and reviewed, and not being able to use the Illinois UCRs. Mr. Rafac
said there are multiple levels of configuration, the majority of which is usually done by the consultant. He asked if Hexagon is referring to the core configuration or higher level. Mr. Van Horne said he is referring to higher level configuration, including validating codes with the consultant's system. He said what Hexagon asks from the County team is input regarding the Illinois UCR codes. Member Vesta said he believes part of the issue is that users have not been able to see how the system flows, so they have not been able to see which codes are needed.

Mr. Jordan said the RMS team has provided the same data to Hexagon multiple times, some of which was never seen in the system. He then asked how that will change and be different going forward. Member Bloom added that the consultant had information they didn't understand or use in implementation. Member Fieldman expressed concern over the unexpected tens-of-thousands of dollars incurred in maintaining current systems when this new system was expected to be implemented. Mr. Van Horne said Hexagon will be putting senior resources on this project moving forward. Mr. Campbell said their organization is taking this very seriously and has made changes internally. He added that they understand the stakeholders' frustration and are working on a solution.

Mr. Van Horne then gave a brief overview of the new project team. Mr. Jordan said the County team has expressed concerns with a consultant under the technical lead who have shown lack of knowledge in the system. Mr. Van Horne assured him that that person is no longer on the project.

Member Fieldman asked when the committee will see tangible results, to which Mr. Van Horne responded the end of November. Member Breinig asked if future reports can separate out the critical path and put it in a simpler format. Mr. Jordan said he has six updates in late October or November that he can write in a special report.

Member Cuculich commented that these types of delays need to be communicated sooner.

Member Franz asked the DeltaWrx consultant where they are on this project. The consultant responded that they communicate regularly with the RMS team, holding two weekly calls and providing monthly reports. He noted that Hexagon needs to ask more questions and document the answers. He then discussed the testing process and its failures.

Member Breinig asked if the stakeholders have done enough to standardize the system versus over-customizing the workflow. Mr. Van Horne said the County team has done a good job of standardizing. Member Vesta then said there are still some agencies resistant to the changes, but everyone will need to be willing to change in order for the system to work.

Member Bloom commented that the issues with the system fall on the shoulders of Hexagon. Mr. Van Horne assured the committee that the Hexagon team is working to correct these issues and make the project successful. He then confirmed the new cutover date is June 17, 2019.
Chairman Berlin said the committee will likely need an additional meeting between now and December, following the October 26th checkpoint. Member Carlsen said he would work with Mr. Jordan to look in-depth at the dates and decide on an appropriate time for a meeting.

RESULT: HAND OUT

E. Review of Invoicing for 2nd Installment

Member Rafac asked the committee if a reminder invoice should be sent to the agencies who have not yet paid the first installment, along with a project update. Member Fieldman expressed concern over charging these agencies when they are paying for two systems. Member Zerwin said the ETSB can separate out the personnel costs and hold on to capital costs for FY18, as shown in the attached spreadsheet. She said the capital and change order costs would be moved into FY2019, reducing user costs. She added that the re-bill of the first invoice would cover personnel costs.

There was then a discussion regarding an amendment to the contract that would allow the County to stop paying the consultant until the system goes live.

In regards to the project update to the stakeholder agencies, Chairman Berlin said a draft needs to be written explaining what has been done and where the project is headed. Member Rafac asked if the invoice reminder and update should be sent together; the committee agreed they should.

RESULT: ANNOUNCED

7. OLD BUSINESS

Member Franz asked if the Committee is going to approve a budget. Member Rafac responded that the budget transfer will be what the committee needs to approve, which is not ready at this point. Member Franz then asked if there is a confirmed need for two report writers on staff. Member Carlsen responded that he will discuss this with staff and provide a staffing report to the committee.

8. NEW BUSINESS

None.

9. EXECUTIVE SESSION

There was no need for Executive Session.
A. Minutes

B. Security Procedures and the Use of Personnel and Equipment Pursuant to 5 ILCS 120/2 (C) (8)

C. Personnel Matters Pursuant to 5 ILCS 120/2 (C) (1)

D. Pending Litigation Matters Pursuant to 5 ILCS 120/2 (C) (11)

10. ADJOURNMENT
With no further business, the meeting was adjourned.