1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS

4. PUBLIC COMMENT

5. CONSENT ITEMS

   A. Approval of Minutes

      i. Police Records Management System Oversight Committee - Regular Meeting -
         Tuesday June 19th, 2018

   B. PRMS Monthly Reports

      i. PRMS Manager Monthly Report - June

      ii. PRMS Manager Monthly Report - July

      iii. PRMS Manager Monthly Report – August

   C. Financial Report

6. ACTION ITEMS

   A. Adoption of PRMS Oversight Committee Mission Statement

   B. Adoption of PRMS Oversight Committee Rules

   C. FY19 Budget

   D. Presentation of New Project Plan - Hexagon

   E. Review of Invoicing for 2nd Installment

7. OLD BUSINESS
8. NEW BUSINESS

9. 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
1. CALL TO ORDER

2:00 PM meeting was called to order by Chairman Robert Berlin at 2:06 PM.

2. ROLL CALL

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

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 REPORT

Chairman Berlin said an amended contract was discussed at the previous PRMS Oversight Committee meeting, noting that details are still being worked out. He said there will be a special call meeting scheduled likely in July to bring the amendments to the committee.

Chairman Berlin also said that the project financials would be discussed at today's meeting. He added that the project is still on track for February 2019.

Further, Chairman Berlin stated that the committee rules are a work in progress and would be discussed in the meeting, distributed to the committee members, then finalized and brought before the committee at the special call meeting.

Lastly, Chairman Berlin announced that today is Assistant State's Attorney Brian Gorka's last day with his office. He said committee members can reach out to Greg Vaci with any questions until another ASA is assigned.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

A. Police Records Management System Oversight - Regular Meeting - Feb 20, 2018 2:00 PM
Chairman Berlin asked staff to e-mail out future meeting minutes to members for review.

In reviewing the minutes of February 20, 2018, Chairman Berlin said that under item number three (3), Chairman's Remarks, it is noted in the minutes that the chairman, "noted was created by the intergovernmental agreement between the County and the City of Warrenville." However, Chairman Berlin clarified that the committee was created due to agreements between DuPage County and all of the PRMS participants.

Member Carlsen moved to amend the minutes to correct the verbiage, seconded by Member Zerwin. All ayes. Motion carried.

Member Rafac moved to approve the minutes as amended, seconded by Member Vesta. All ayes. Motion carried.

RESULT: ACCEPTED AS AMENDED [UNANIMOUS]
MOVER: Paul Rafac, Chief Financial Officer
SECONDER: Gregory Vesta, City Manager, City of Wood Dale
AYES: Grasso, Carlsen, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex, Bloom
ABSENT: Cronin, Fieldman, Breinig

6. ACTION ITEMS
None.

7. REPORTS
Member Bloom moved, seconded by Member Ginex, to receive and place on file items 7A through 7C. All ayes. Motion Carried.

A. PRMS Project Update - Dave Jordan

Dave Jordan, RMS Manager, provided an update to the committee, highlighting his report, as attached hereto. He noted that two members of the RMS Build Team, Tracy Adams from the Downers Grove Police Department and Kurt Vavra from the Glen Ellyn Police Department, stepped down; however, three new members were added: Mark Brines from the Carol Stream Police Department, Julia Taglia from the Glendale Heights Police Department, and Jodi Sennett from the Elmhurst Police Department.

Mr. Jordan informed the committee that 22 of the 25 Hexagon enhancements were delivered internally, and 15 of those 22 were released to the County. Staff is currently reviewing the release notes. Delivery to the County is on schedule.

Mr. Jordan then discussed important dates coming up, including testing, final production, training, and cutover. He said there are no concerns as we approach these milestones. Member Franz asked if there have been any more issues with delays in report writing, to which Mr. Jordan said everything is functioning as expected. He also added that, aside from the six-month delay discussed at the previous committee meeting, nothing has
changed in the project schedule. Member Bloom then inquired about the order of training. Mr. Jordan said WebRMS Reports and Deployment training would happen first, followed by InSight Reporting user training, FBR for WebRMS Train-the-Trainer courses, WebRMS Train-the-Trainer courses, and finally end-user training. He noted that users will be on the system during training.

Member Franz asked when the NetRMS contract expires. Member Zerwin responded that there is a contract tabled with the ETS Board to extend it for a year, as the current contract expires in August. She said the contract was sent to the agencies for feedback to see if an option should be added for a second year in order to transition to the new system. To clarify, she said it is one year of maintenance with an option to renew another year, but each agency would be able to create their own contracts after in order to retain their data.

Mr. Jordan said that Member Fieldman had asked him about change order #5 on the Hexagon monthly report; he said that is part of the contract amendment and will be included when it comes before the committee for approval.

Mr. Jordan then clarified to the committee that while the DeltaWrx report states that, "By the end of May, Hexagon will provide the County a detailed 120-day plan that will pinpoint required milestones to ensure the RMS is configured in time for go-live," technically Hexagon has not provided that in a 120-day format, but rather as the documents with the enhancements and the detailed schedule provided. He added that the County is likely to receive that report in July.

Chairman Berlin then asked if there is another way to migrate data and reports to the new system, since migration can be very expensive. Member Carlsen said staff has had substantial conversations with Hexagon regarding moving the data over. He said nothing has been decided yet, but they are working to find the best and most economical way. Member Franz mentioned that not everyone is on NetRMS to which Mr. Jordan said only five entities are not, but there are other options for them.

RESULT: ACCEPTED AND PLACED ON FILE [UNANIMOUS]
MOVER: Bradley Bloom, Village Manager, Village of Hinsdale
SECONDER: Rick Ginex, Village Manager, Village of Oak Brook
AYES: Grasso, Carlsen, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex, Bloom
ABSENT: Cronin, Fieldman, Breinig

B. Financial Report - Paul Rafac

Member Rafac provided a brief financial update to the committee. He explained that the County began invoicing the entities involved in the PRMS project after the committee's first meeting in February. He handed out a current billing log to show collection activity, as attached hereto. Member Rafac said that no follow-up invoices have been sent at this point, as some entities want to wait to see where the project stands in July.
Member Franz asked to confirm which payment was invoiced. Member Rafac responded that it was the first installment. He added that a second invoice may be sent towards the end of this fiscal year. He suggested discussing it at the proposed special call meeting in July or the next regular meeting in September. Member Vesta added that the feedback he received from other entities regarding the invoicing was very positive. Member Rafac clarified that the County would like the agencies who have not paid yet, make their payments prior to the end of the County's fiscal year of November 30th. He said the next installment will start to collect the capital funds, which will be discussed with the committee. He noted that they have not done anything yet to reimburse the IT department for their work with this project.

RESULT:

ACCEPTED AND PLACED ON FILE [UNANIMOUS]

MOVER: Bradley Bloom, Village Manager, Village of Hinsdale
SECONDER: Rick Ginex, Village Manager, Village of Oak Brook
AYES: Grasso, Carlsen, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex, Bloom
ABSENT: Cronin, Fieldman, Breinig

C. FY2019 Budget - Dave Jordan

Leading into the budget discussion, Member Carlsen pointed out that the RMS budget are completely separate from the IT department budget.

Mr. Jordan then reviewed the budget he submitted to IT, as attached hereto. He noted that the biggest item to note are the salaries for the RMS Manager, Database Administrator, and two proposed report writers. Member Carlsen said they want to have one report writer on staff while the report writing training occurs; then a staffing plan will be presented to the committee to determine whether or not a second report writer is needed. He mentioned that the staffing plan and budget structure came from Hexagon and is being modified as it suits the County.

Member Franz asked who currently handles NetRMS. Member Zerwin said Dave Jordan (RMS Manager), Susan Fishell (Database Administrator), and ETSB staff work on it. Member Franz then asked how much report writing is needed, if the different police departments do their own, as well as what will be expected with the new system. Member Zerwin explained that in the beginning of a system, a lot more report writing is expected. She said there is a mixture of agencies and skill levels within them as far as writing their own reports, but ETSB has created a standardized report that other agencies are able to use. Mr. Jordan went on to explain that there are different types of report writing, which can make a difference as well.

Mr. Jordan then said that he will come back to the committee after December 1, 2018 to discuss the staffing plan and need for a second report writer. Member Carlsen suggested trying to use existing report writers, if possible. Member Zerwin added that the new system will be much more standardized reporting and a centralized report writer may help keep reports more uniform. Member Carlsen said one of the perks of the new system is the library of reports that will end the duplication of them. He said the report...
writers will be the ones to manage them. Member Franz shared his concern about the cost of multiple report writers. Mr. Jordan assured the committee that he will bring to the committee justification for any additional hires, as he wants to ensure that they don't under-staff themselves.

RESULT: ACCEPTED AND PLACED ON FILE [UNANIMOUS]
MOVER: Bradley Bloom, Village Manager, Village of Hinsdale
SECONDER: Rick Ginex, Village Manager, Village of Oak Brook
AYES: Grasso, Carlsen, Zaruba, Rafac, Franz, Berlin, Vesta, Ginex, Bloom
ABSENT: Cronin, Fieldman, Breinig

8. OLD BUSINESS

A. Draft PRMS Oversight Committee Rules

Chairman Berlin encouraged all of the committee members to review the draft committee rules, as attached hereto. He advised them to send any comments to Sarah Godzicki (committee secretary), Chairman Berlin, or ASA Greg Vaci. He asked staff to send out a copy to the members.

Chairman Berlin then discussed Member Cuculich's recommendation to create a mission statement for the committee. He asked staff to send that out to the committee as well, and for members to send any comments.

While reviewing the draft rules, Member Franz asked whether the audit would be done internally or externally. Member Rafac said it would likely be done by the external auditors, as is ETSB.

RESULT: HAND OUT

B. Financials & New Contract Amendment

Member Zerwin and Member Rafac presented an overview of the financial negotiation for the contract amendment. She detailed the changes between the current contract and the proposed amendment in terms of contract length, maintenance terms, and milestone payments. The overview was specific to the PMRS portion of the contract and how it would be allocated to the participating agencies. The amendment would continue to have exchange language which would allow for adjustments in licensing for certain applications in the contract, if needed. There are several change orders requested by the work groups on the project and several interfaces that will be eliminated. The cost for the change orders and the exchanges will be balanced and added to the contract. That is the final financial piece that is yet to be determined with Hexagon. There was a discussion on the equipment replacement allocation and how it might be adjusted based on the proposed changes to the amendment. Member Zerwin indicated that the amounts in the sample spreadsheet for the users was just
one suggestion and that it would be up to the committee to determine the final equipment replacement fund allocation. Members Rafac and Zerwin asked for direction from the committee on whether they were comfortable with the proposed financial amendments to date. The committee members indicated they were comfortable with the amendment at this point. Member Zerwin stated that once the complete amendment has been developed and reviewed by the State’s Attorney's Office, it will be provided to the committee for consideration and approval of the RMS portion of the contract.

9. NEW BUSINESS

10. ADJOURNMENT
TO: PRMS Oversight Committee and ETS Board
FROM: David Jordan, RMS Manager
DATE: May 31, 2018
RE: DuJIS RMS Monthly Update – May 2018
CC: Linda Zerwin, ETSB Executive Director

Intergovernmental Agreement (IGA)/Oversight:
The next PRMS Oversight Committee meeting is scheduled for June 19, 2018, at 2:00 pm.

PRMS Module:
The RMS Team continued to work directly with Hexagon’s RMS team in multiple areas and hold weekly status calls with the Hexagon team. The purpose of these meetings is to review assigned task and to discuss issues that arise during the week. In addition to these meetings, bi-weekly meetings are being held to review open service tickets.

The RMS Team members ship changed during the month of May. A special thank you to Tracy Adams from Downers Grove Police Department. Tracy has stepped down from the RMS Team to focus on multiple major projects taking place internally at Downers Grove PD. Tracy has been a tremendously important part of the team and she will be missed. Additionally to Tracy’s departure, we have welcomed three new members to the team from Carol Stream PD, Glendale Heights PD, and Elmhurst PD.

System Configuration:
During the month of the May, Hexagon held a two-day code workshop. The primary focus of the workshop was to further finalize the list of codes needed for WebRMS. Hexagon had a demonstration site set up for the workshop. All WebRMS modules were reviewed during the workshop. Overall, the workshop was profitable and gave the RMS team a clear list of codes that need to be defined. There is still work to be done by the RMS Team to gather these codes. It is important to understand that the County has the ability to edit these codes at any time. WebRMS is completely customizable. These codes will be continuously reviewed and refined during the life of this project.

RMS Test Plan and Test Case Creation and Consulting:
The RMS Team continued to work to develop the test plans and test cases that will be used during System Acceptance Testing.
To: Linda Zerwin, ETSB Executive Director
From: Michael Galvin, Project Manager
Date: May 29, 2018
Re: DuJIS Project Monthly Summary

CAD/RMS Replacement Project

During the month of May, Hexagon conducted the on-site Code Review Workshop with the Law Enforcement RMS team. The focus of the workshop was to review all the existing data fields within the RMS and gain an understanding of the codes required to complete the system configuration. The workshop also provided an opportunity for the RMS team to review the configuration to-date and ask any questions for Hexagon personnel. Bi-weekly calls are still ongoing with the RMS Build Team and Hexagon personnel and the Test Plans (to be used in July and August) are scheduled to be completed in early-June. By the end of May, Hexagon will provide the County a detailed 120-day plan that will pinpoint required milestones to ensure the RMS is configured in time for go-live.

In related news, a number of personnel have been added to the RMS team since last month. A number of personnel previously committed to this Project had to leave the team to focus on other job duties in their respective departments. Their contributions were invaluable over the 18 months; we’re confident the new team members will perform well in their roles.

Regarding CAD/MPS, members of the CAD/MPS teams continue to refine the system. Both the CAD and Mobile teams have had multiple testing sessions to verify system functionality and improve the overall system. At the time of this writing, members of the Law Enforcement Mobile, Fire Mobile, and CAD build teams are gathering to conduct in-depth testing of the CAD/Mobile application. Overall, the CAD and Mobile builds are in excellent shape; the delay in original go-live date has provided additional testing time that will only improve the application. Similar to the RMS Build Team, the CAD Build Team holds bi-weekly calls with Hexagon to review the status of Service Requests (SRs) and the development of interfaces.

In June, there are no on-site activities planned for Hexagon. Work will continue on all applications remotely. The RMS Build Team will be primarily focused on continuing configuration of the application (with particular focus on code values) and preparing for testing later this summer, while the CAD and Mobile build teams will continue internal testing and system refinement.
May Monthly Report

Customer Name: DuPage County, IL
Customer PM: Linda Zerwin/Mike Galvin
Hexagon Project Manager: Jim Santaferrara
Hexagon Sales: John Whitehead
Alias: DUPG2.00.11
Project / Delivery Name: DuPage ETSB
New Change Requests: None
Reporting Period End: 5/25/2018

Project Overview

<table>
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<tr>
<th>Budget</th>
<th>Schedule</th>
<th>Scope</th>
<th>Resources</th>
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<tr>
<td>Above target</td>
<td>Ahead</td>
<td>Ahead</td>
<td>Good</td>
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</table>

**Project Activities**

### Objectives Completed This Period

1. On Site meeting at DuPage
2. Continue work with the team to complete Test Cases and Test Plans by June.
3. Began discussion on UCR.
4. Received final signature on the WebRMS/MORPHOTRUST Live Scan Interface. Development completed and Hexagon began testing
5. Loaded all Statue Codes that were provided
6. Delivered and used the Statue Code Interface and is currently accepting updates. Hexagon completed internal testing and is ready for DuPage to monitor and accept.
7. Completed informal Leader interface testing. DuPage (Kevin V.) making plans to accept live data for end-to-end testing
8. DUCS Court Case Update, Court Case Import, and Incident Export Interface Developed and Hexagon initial testing complete. Ready for DuPage (Kevin V.) Testing.
9. Court Case Import, Hexagon completed internal testing. Ready for DuPage testing.
10. Final configuration for attachments in file share completed for SAO Case Prep Export
11. Hexagon conducting final internal testing of ITOUCH
12. Hexagon developed and conduction final internal testing of COGENT LiveScan
13. Mobile Responder is up and ready for test by DuPage
14. Working on CAD portion of RFP response to COTS Testing Plan
15. Added Temporary and Permanent Evidence Locations
16. Conducted bi-weekly SR meeting (2) for WebRMS/Interfaces and (2) for CAD/MPS
17. Conducted (4) WebRMS Core Team Joint Meeting
18. Upgraded the environment to the latest FRB and WebRMS versions
19. Completed the splitting Police and Fire data
20. Hexagon delivered the MPS porting of the COTS Testing Plan
21. Completed MPS Display Resolution and is ready for DuPage Testing
22. Completed splitting Police and Fire data as requested
23. Completed 2 of the 3 servers. Waiting of Ducom goes live for the 3rd
24. Delivered May's update from the Product Center
25. Received DuPage response on Incident and Field Interview design changes and began development on Pedestrian Stop and Gang Contact Card
26. Developed form designs for Incident (Final), DUI, Domestic Violence, Impound, and Missing Person

### Objectives NOT Completed This Period

1. WebRMS - Acceptance Test Plan and Test Cases (Scheduled to be completed June 2018)
Objectives for Next Period

1. Testing between Hexagon and DuPage on Interfaces
2. Deliver MorphoTrust Interface to DuPage
3. Deliver COGENT Interface to DuPage
4. Deliver ITOUCH Interface to DuPage
5. Receive Motorola OffenderTrack specification from DuPage
6. Receive MorphoTrack information from DuPage
7. Receive final list of codes to be imported as local offences
8. Complete Module to Module Code Workshop
9. Receive DuPage response to Legacy Data Questionnaire
10. Coordinate for the requested additional Informer data base setup
11. Coordinate Legacy Data WebEx
12. Complete the Amendment and submit to DuPage for approval
13. Provide Update from Product Center on WebRMS
15. Complete the Amendment and Submit to DuPage
16. Work on Issue tracking tasks
17. Provide response to CAD portion of COTS Testing Plan

Milestones / Deliverables

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<th>Milestone</th>
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<th>New Date</th>
<th>Comment</th>
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<tbody>
<tr>
<td>1 - Project Kickoff Meeting</td>
<td>Aug/16</td>
<td>Aug/16</td>
<td>Completed and acceptance form delivered, payment received</td>
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<tr>
<td>2 - Server HW order</td>
<td>Aug/16</td>
<td>Aug/16</td>
<td>Completed and acceptance form delivered, payment received</td>
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<tr>
<td>3 - Installation of base COTS I/CAD software in first environment</td>
<td>Nov/16</td>
<td>Dec/16</td>
<td>Completed and acceptance form delivered, payment received</td>
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<tr>
<td>4 - Installation of base COTS WebRMS SW in first environment</td>
<td>Nov/16</td>
<td>Dec/16</td>
<td>Completed and acceptance form delivered, payment received</td>
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<td>5 - I/CAD Essentials for Core Team (IPST 2001)</td>
<td>Jan/17</td>
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<td>Completed and acceptance form delivered, payment received</td>
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<td>6 - WebRMS and FBR System Overview Training</td>
<td>Jan/17</td>
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<td>Completed and acceptance form delivered, payment received</td>
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<tr>
<td>7 - CAD System Configure 3</td>
<td>Jul/17</td>
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<td>8 - WebRMS Configuration Workshop 3</td>
<td>Apr/17</td>
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<td>Completed and acceptance form delivered, payment received</td>
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<td>9 - Mobile for Public Safety Configuration Workshop 3 for Law</td>
<td>Aug/17</td>
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<td>Completed and acceptance form delivered, payment received</td>
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<tr>
<td>10 - WebRMS Configuration Workshop 5</td>
<td>Jun/17</td>
<td></td>
<td>Task realignment necessary. (CO #5)</td>
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<td>11 - Map Roll Consulting for I/CAD Systems (IPST8004)</td>
<td>Aug/17</td>
<td>Nov/17</td>
<td>Completed and acceptance form delivered, payment received</td>
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<td>12 - CAD, MPS and CAD Integration Testing</td>
<td>Nov/17</td>
<td>Dec/17</td>
<td>Completed and acceptance form delivered</td>
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<td>13 - WebRMS, FBR and WebRMS Integration Testing</td>
<td>Sep/18</td>
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<td>Task realignment necessary. (CO #5)</td>
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<td>14 - RMS Train-the-Trainer Training</td>
<td>Oct/18</td>
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<tr>
<td>15 - CAD Train-the-Trainer Training</td>
<td>Dec/18</td>
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<tr>
<td>16 - Cutover of WebRMS and FBR Subsystems to Production Use at the</td>
<td>Feb/19</td>
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<tr>
<td>17 - Cutover of I/CAD and MPS Subsystems to Production Use at the</td>
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<tr>
<td>18 - Acceptance of 30 day Reliability Period for CAD</td>
<td>Mar/18</td>
<td></td>
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<td>Notes</td>
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<td>1. Once Amendment is completed and signed, Mielstones will be redone.</td>
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TO: PRMS Oversight Committee and ETS Board
FROM: David Jordan, RMS Manager
DATE: July 5, 2018
RE: DuJIS RMS Monthly Update – June 2018
CC: Linda Zerwin, ETSB Executive Director

Intergovernmental Agreement (IGA)/Oversight:
The next PRMS Oversight Committee meeting is on September 18, 2018, at 2:00 pm.

PRMS Module:
During the month of June, work continued in the following areas:

- Code development
- RMS Test Plan and Test Case Creation
- Forms Development

The RMS Team held three workshops this month to discuss code development and forms development. Since last month’s Hexagon lead code workshop, the RMS Team has continued to develop the code list required. Once the code list for a data field is determined, the list is sent to Hexagon. It is Hexagon’s responsibility to enter the code into the system. Staff is working with Hexagon to verify that the codes are entered into the system correctly. This process is nearing completion.

The RMS Team continued to review specific forms that Hexagon is developing. The forms are the Domestic Violence form, Impound/Tow form, and Missing Persons forms. The Impound/Tow and Missing Persons forms were sent to Hexagon for final review. Once finally approved, Hexagon will begin development work. The Domestic Violence form still needs further discussion.

RMS Test Plan and Test Case Creation and Consulting:
Staff continues to develop further and refine the test cases and test scenarios. The test plans are near completion. However, additional work is needed. The test plans will be delivered to Hexagon in July. Further, discussions took place between DuPage project management and Hexagon project management concerning the format of the test plans.

Interface Development:
Work continues on integration and interface development. Currently, Hexagon has delivered nine interfaces. These interfaces are now in the testing phase. Two interfaces are still in the development phase. It is expected that Hexagon will deliver these interfaces in the next two months. No development work has started on three interfaces. Work on two of these interfaces has been delayed by issues with the third-party vendor.
To: Linda Zerwin, ETSB Executive Director  
From: Michael Galvin, Project Manager  
Date: July 2, 2018  
Re: DuJIS Project Monthly Summary

**CAD/RMS Replacement Project**

During the month of June there were no on-site activities from Hexagon. System builds for both the RMS and CAD systems continued with remote assistance provided via Hexagon as well as ongoing weekly calls for each subsystem.

There were some delays on both the DuPage Project Team and Hexagon’s Project Team regarding the RMS build. Generally due to other, ongoing commitments, as well as needing additional time to complete the task, the test plans were not submitted in early June. At the time of this writing, roughly half have been submitted, with the other half expected to be completed by early-July. This will not have an adverse impact on the schedule as Hexagon was not due to run internal testing until the end of July. The delay will limit their time to review the test plans, but we are confident it will not cause any project delays. The Hexagon Project Team has been delayed on numerous tasks as well. For example, the WebRMS Link and the RMS Address Server Configuration have yet to be completed and each are several weeks past due. The DuPage Team has expressed their concerns and the priority of accomplishing these tasks to Hexagon’s Project Manager and their executive sponsor. To ensure we meet our expectations and there are no issues during training scheduled for August/September, we have requested on-site resources from Hexagon in early August to ensure all infrastructure tasks are complete, which Hexagon agreed to. Following up from last month’s status report, Hexagon failed to provide the 120-day plan that was requested for the end of May. The DuPage Project Team once again expressed our frustrations and expectations. We expect the plan within two weeks at the time of this writing.

Regarding CAD/MPS, members of the CAD/MPS teams continue to refine and informally test the system. During the month of May, there was a testing sessions with representatives from the Law Enforcement Mobile, Fire Mobile, and CAD build teams. This testing, however, did not as go planned. While there were some issues with the system builds, there were also ancillary problems that impacted the testing sessions that were not necessarily the responsibility of the vendor (e.g., network connectivity, expired log-ons, etc.). A number of participants in the testing sessions were frustrated and have lost some confidence in the system. To address this issue, we will have Hexagon resources on-site in early August to run through a similar testing session and address concerns ahead of scheduled training. In addition, the CAD Build Team Lead has gone out to several agencies to do independent testing via ride-alongs over the past few weeks and will continue to do so over the next
several weeks. These test sessions have run much more smoothly and have re-built some of the confidence lost. Up until this point, the CAD/Mobile side of the Project has been running smoothly; we’re hopeful this is just a bump in the road and we will take the aforementioned measures to regain confidence in the system.

In July, there are no on-site activities planned for Hexagon. Work will continue on all applications remotely, with Hexagon completing the staging of the Archive, Training, and Testing Servers, as well as the DR site for CAD, and completing the Factory Acceptance Testing (FAT) for RMS. In addition, both our ongoing weekly calls (focused on Project as a whole) and bi-weekly calls (focused on SRs and interfaces for each application) will continue.
May Monthly Report

Customer Name | DuPage County, IL
--- | ---
Customer PM | Linda Zerwin/Mike Galvin
Hexagon Project Manager | Jim Santaferrara
Project / Delivery Name | DuPage ETSB

New Change Requests | None
Reporting Period End | 6/30/2018

<table>
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<td>Good</td>
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</tbody>
</table>

One or more of the following remain unhandled: significant risks and/or issues; behind schedule by >10%, over budget by >10%.

There is a plan in place to rectify one or more of the following: significant risks and/or issues; behind schedule <=10%, over budget <=10%.

Delivery is on schedule to budget and quality. No significant risks or issues.

Project Performance - Period ending JUNE 30 2018

Cogent and BEAST (75% complete)ICD are in development. Delivered the following interfaces for testing: Leader, DUCS (Court Case Update, Court Case Import, and Incident Export), SAO Case Prep Export.

Project Activities

Objectives Completed This Period

1. On Site meeting at DuPage
2. Completed Codes (Module to Module) Workshop
3. Continued discussion on UCR.
4. Completed the Incident Form
5. Loaded all Statue Codes that were provided
6. Delivered and used the Statue Code Interface and is currently accepting updates. Hexagon completed internal testing and is ready for DuPage to monitor and accept.
7. The following forms are in development with Hexagon: DUI, Impound, and Gang Contact Card
8. DUCS Court Case Update, and Incident Export Interface Developed and Hexagon initial testing complete. Ready for DuPage (Kevin V.) Testing.
9. Court Case Import, Hexagon competed internal testing. Ready for DuPage testing.
10. Final configuration for attachments in file share completed for SAO Case Prep Export
11. Hexagon conducting final internal testing of ITOUCH
12. Hexagon developed and conduction final internal testing of COGENT LiveScan
13. Worked on GPS devices for some agencies, got them up and running
14. Created Location Popups
15. Installed and configured InterCAD (for the Deccan Interface)
16. Conducted bi-weekly SR meeting (2) for WebRMS/Interfaces and (2) for CAD/MPS
17. Conducted (4) WebRMS Core Team Joint Meeting
18. Upgraded the environment to the latest FBR and WebRMS versions
19. Delivered Junes update from the Product Center
20. Received DuPage response to Legacy Data Questionnaire

Objectives NOT Completed This Period

1. WebRMS - Acceptance Test Plan and Test Cases (Scheduled to be completed June 2018)
<table>
<thead>
<tr>
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<td></td>
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</tr>
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<td>21 - Cutover of Smart911 in First Additional Agency</td>
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<td>22 - Cutover of BEAST Interface in First Additional Agency</td>
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**Vacation / Off Site**

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**Notes**

1. Once Amendment is completed and signed, Milestones will be redone.
TO: PRMS Oversight Committee and ETS Board
FROM: David Jordan, RMS Manager
DATE: August 2, 2018
RE: DuJIS RMS Monthly Update – July 2018
CC: Linda Zerwin, ETSB Executive Director

Intergovernmental Agreement (IGA)/Oversight:
The next PRMS Oversight Committee meeting is on September 18, 2018, at 2:00 pm.

Key Activities:

System Configuration:

- **Forms Development**: DuPage delivered the final change form documentation to Hexagon. Hexagon Developers are working to incorporate the design changes. Once the design changes are created and tested, they will be deployed to the County’s system. All form changes must be in place for testing.
- **Code Development**: The County’s build team continued to develop the necessary code list. This work is being done module-by-module. All necessary codes for testing have been delivered to Hexagon. The remaining work to be done will be finished by the start of the WebRMS Train-the-Trainer sessions which begin in October.

System Testing:

- **Test Plans and Test Cases**: The County has delivered all of the test plans and test cases to Hexagon.
- **Factory Acceptance Testing (FAT)**: Initially, Hexagon began the FAT. However, Hexagon discovered additional configuration work that they needed to accomplish. Multiple conversations were held with senior management. Hexagon requested that we delay the FAT by three weeks to allow them time to finish the configuration.
- **Site Acceptance Testing (SAT)**: The first SAT session was scheduled for the week of August 6th. Due to Hexagon not being able to complete FAT, both SAT sessions have been rescheduled. This schedule change does not affect the overall project schedule.
System Enhancements

- Hexagon has delivered and install system release 1806. This release includes the final promised enhancements. There are three more enhancements that are scheduled to be released during or after Q1 of 2019.
- The County is working to verify and test the installed enhancements

Look Ahead:

As the configuration phase of the project comes to a close, planning for the training phase has begun. The WebRMS, FBR, and MPS Train-the-Trainer sessions have been scheduled. The ETSB send a memo to the agencies with their assigned training sessions. These training sessions will be led by Hexagon instructors and staffed by County.

Additional, County lead training sessions are being planned, but have not been scheduled. More information on the additional training sessions will go out to the agencies by the end of August.

Important Dates:

<table>
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<th>End Date</th>
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<td>8/27/2018</td>
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<td>Site Acceptance Test (SAT2)</td>
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<td>WebRMS and FBR System Admin Training</td>
<td>9/25/2018</td>
<td>9/28/2018</td>
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<td>FBR Train-The-Trainer Course #1</td>
<td>9/19/2018</td>
<td>9/21/2018</td>
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<td>FBR Train-The-Trainer Course #2</td>
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<td>9/28/2018</td>
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<td>FBR Train-The-Trainer Course #3</td>
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<td>10/11/2018</td>
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<td>10/10/2018</td>
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<td>InSight Reporting User Training</td>
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<td>Cutover Readiness Review</td>
<td>1/8/2019</td>
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<tr>
<td>Develop Cutover Plan, CAD/MPS/RMS</td>
<td>1/15/2019</td>
<td>1/23/2019</td>
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<tr>
<td>Commence Cutover of RMS/FBR System</td>
<td>2/18/2019</td>
<td>2/22/2019</td>
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<tr>
<td>RMS/FBR 30 Day Performance and Reliability Test</td>
<td>2/18/2019</td>
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</tr>
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</table>
To: Linda Zerwin, ETSB Executive Director
From: Michael Galvin, Project Manager
Date: August 7, 2018
Re: DuJIS Project Monthly Summary

CAD/RMS Replacement Project

During the month of July, the CAD/Mobile team continued configuration and informal testing of the system in preparation for upcoming training. The DuPage CAD Team also worked with Hexagon to schedule and coordinate an August testing session (see following section). Hexagon also conducted technical activities related to the Disaster Recovery System, which included both staging and testing. A follow-up report documenting the DR Recovery Procedure is due to be provided by August 10th. The RMS Team’s primary focus was finishing the test plans that are to be used in August (see following section).

In August, Hexagon will be holding two test sessions:

- First, from August 7 – 9, Hexagon will be on-site to conduct CAD/Mobile testing. In June’s status report, we noted that the internal testing conducted by the DuPage Project Team did not run smoothly. This testing session has been developed to provide an additional testing layer and regain some of the confidence that was previously lost. The testing session’s agenda was co-developed by both Hexagon and DuPage staff, with one day dedicated to Law Enforcement testing, one day dedicated to Fire testing, and one day dedicated to joint Law Enforcement/Fire testing. This will be the final, Hexagon on-site testing session before training begins. In addition to this testing workshop, our CAD Team Lead has been running informal, one-on-one testing sessions with agencies throughout the County.

- Second, Hexagon will be performing internal Functional Acceptance Testing (FAT) at their headquarters, followed by Site Acceptance Testing (SAT) on-site in DuPage. The SAT testing will be held in two sessions, with the second to be completed in early September. Please note that these testing sessions have been delayed by 2 weeks due to additional time required by Hexagon to complete their internal FAT testing. This was unforeseen as DuPage provided all documentation as requested. The delay was because Hexagon underestimated the work required. That said, the remainder of the schedule remains in place; while we would have preferred a longer lead time between testing and train-the-trainer (FBR beginning in mid-September and WebRMS beginning in October), we will still be able to complete testing before training begins, provided Hexagon’s remaining configuration tasks are done satisfactorily and on-time.
Later in the month of August, we will be kicking off our CAD Train-the-Trainer sessions. These will be held in four sessions, with the first three being completed in August-September, and the fourth session completed in December. Originally, we were also scheduled to host “Reports and Deployment” training for the WebRMS. However, WebRMS/FBR testing has taken priority and we have since shifted this testing to later this year. This course will not adversely affect other dates in the schedule.

In addition to the identified testing and training tasks, both the CAD and RMS Project Teams continue their bi-weekly calls that are focused on reviewing service requests and interface development.

Please note that in previous status reports, we referenced an “RMS Milestone Report” that was to be developed by Hexagon from the date of request through train-the-trainer activities. Though repeatedly requested during weekly and monthly calls, Hexagon failed to provide the document. As we are approaching RMS testing and subsequent train-the-trainer activities, we have canceled the request as we feel that it would no longer be beneficial. Our displeasure with the lack of action on Hexagon’s part has been relayed to their appropriate executive staff.

Lastly, our Hexagon Project Manager experienced an emergency medical issue at the end of July and was unavailable for approximately two weeks. Thankfully, Jim Santaferrara (the Hexagon Project Manager) is back on his feet and back to good health. From a Project perspective, this has required Hexagon executive staff to get more involved with day-to-day Hexagon tasks, which has had the benefit of expediting and prioritizing tasks. As Jim gets re-integrated into the Project, we’re hopeful the enhanced executive involvement will continue.
July Monthly Report

Project Overview

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<th>Schedule</th>
<th>Scope</th>
<th>Resources</th>
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<tr>
<td>On target</td>
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Project Performance - Period ending JUNE 30 2018

- FAT Testing started; however, the time to complete has been extended by 3 weeks to complete on or by 8/26. SAT to start on 8/27.
- Additional form work (Incident and Field forms), configuration updates for codes, address server updates and FBR FAT testing to complete.
- OffenderTrak development and implementation at risk as large development task; requires additional time with Motorola for specs and clarification. Dupage to assist with escalation path for Motorola.

Objectives Completed This Period

1. On Site meeting at DuPage
2. Completed Codes (Module to Module) Workshop
3. Continued discussion on UCR.
4. Completed sessions for test plan creation, form changes and code review.
5. Time Sync review closed - no further action.
6. Mapping and Routing issue closed - testing will be done onsite in Aug.
7. The following forms are in development with Hexagon: DUI, Impound, and Gang Contact Card -
8. DUCS Court Case Update, and Incident Export Interface Developed and Hexagon initial testing complete. Ready for DuPage (Kevin V.) Testing.
9. Court Case Import, Hexagon competed internal testing. Ready for DuPage testing.
10. Final configuration documentation for WebRMS received from DuPage - additional configuration updates will be required into next month
11. Delivered July update from the Product Center - 1806 Code Released and started FAT Testing (code loaded 1st week of Aug)
12. ProQA interface completed and closed.
13. Delivered I/Page (IPS0012)
14. Delivered I/Mobile Terminal Interface
15. Conducted bi-weekly 5R meeting (2) for WebRMS/Interfaces and (2) for CAD/MPS
16. Delivered July update from the Product Center - 1806 Code Released and started FAT Testing (code loaded 1st week of Aug)
17. Bulk of WebRMS / FBR team spent on configuration of system, code and form changes throughout the month with weekly updates
18. Started Round 1 of FAT testing in parallel to config and form changes

Objectives NOT Completed This Period

1. FBR Test Plans - Acceptance Test Plan and Test Cases (FBR Updates to Test Plans - require updates to Field and Incident Forms)
2. Additional Code and Alert Updates per Test Plans require adds
3. OffenderTrak ICD
4. Additional test plan updates for Field and Incident Forms - required to complete FAT (Round 2 of FAT Testing)

Objectives for Next Period

1. Testing between Hexagon and DuPage on Interfaces - onsite for CAD and Mobile to test the following interfaces: IPSCADCUST-IPS0004-A, IPSCADCUST-IPS0004-F, IPSCADCUST-7, IPSCADCUST-22, IPS0004WR, IPSCADCUST-3, IPSCADCUST-4, IPS0065,
2. Deliver Design overview for SIS Alarm, ID Networks, Moto GPS, and split out Morpho
3. Deployment of COGENT Interface to DuPage (DuPage to provide test path/mugshots for delivery in August)
4. Deployment ITOUCH Interface to DuPage (DuPage to determine testing path for delivery in August)
5. MorphoTrak LiveScan Interface - split into 2 different interfaces, will require new LOE/ICD for DuPage to 2 LiveScan interfaces
6. Formal tracking of hardware tasks / documentation with updates
7. Complete FBR Form Development with Updates to Field and Incident including: Ped Stop, Gang, DUI, Domestic V, Missing Person, Impound, Juv FM
8. Complete the Amendment and submit to DuPage for approval
9. Install WebLink
10. Working shape file for Address Server configuration
11. Provide Update from Product Center on WebRMS - code release updates and SR resolution
12. Work on Issue tracking tasks
14. Ensure Leads interface is tested at onsite visit in Aug.
15. Start task for Data conversion for CAD information. (tied to AMEND)
16. ANI/ALI installation update tracking in conjunction with new building setup
17. Disaster Recovery Plan - add remaining RMS information
18. Verify NCIC test con
19. Verify laptop resolut.
20. Provide task description and LOE for schedule leading to completion of FAT (include addtl tasks for forms, copy and configuration)
21. Add Juvenile Form
22. Install 1806 build on test server

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<td>14 - RMS Train-the-Trainer Training</td>
<td>Oct/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 - CAD Train-the-Trainer Training</td>
<td>Dec/18</td>
<td></td>
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<tr>
<td>16 - Cutover of WebRMS and FBR Subsystems to Production Use at the</td>
<td>Feb/19</td>
<td></td>
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<tr>
<td>17 - Cutover of I/CAD and MPS Subsystems to Production Use at the</td>
<td>Feb/19</td>
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<tr>
<td>18 - Acceptance of 30 day Reliability Period for CAD</td>
<td>Mar/18</td>
<td></td>
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<tr>
<td>19 - 30 day Reliability Period for WebRMS</td>
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<tr>
<td>20 - Cutover of Firehouse Interface in First Additional Agency</td>
<td>Mar/18</td>
<td></td>
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<td>21 - Cutover of Smart911 in First Additional Agency</td>
<td>Mar/18</td>
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<td>22 - Cutover of BEAST Interface in First Additional Agency</td>
<td>Mar/18</td>
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<tr>
<td>23 - Cutover of LiveScan Interface in First Additional Agency</td>
<td>Mar/18</td>
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</table>
1. Once Amendment is completed and signed, Milestones will be redone.
2. Additional items in review with Hexagon and DuPage for future ICDs.
The mission of the Police Records Management System Oversight Committee is to provide a modern, reliable, cost effective, and comprehensive police report writing system for the benefit of all law enforcement agencies located within DuPage County in furtherance of public safety.
POLICE RECORDS MANAGEMENT SYSTEM OVERSIGHT COMMITTEE RULES

1. Definitions. As used in these rules, unless the context clearly requires otherwise, the following terms are herein defined:

a. “County” means the County of DuPage, Illinois and all departments, agencies and instrumentalities thereof under the direct supervision and control of the County Board. The term “County” does not include the ETSB, the Circuit Clerk, the State’s Attorney, the Judiciary or the elected County Officers;

b. “Circuit Clerk” means the Clerk of the Circuit Court of the Eighteenth Judicial Circuit, DuPage County, Illinois;

c. “ETSB” means the Emergency Telephone System Board of DuPage County;

d. “Information Technology Department” means the County’s Information Technology Department or its successor agency;

e. “Intergovernmental Agreement” refers to the Agreement entered into in 2017 between the County of DuPage, its independent elected officers, and member municipalities to create and manage a new police records management system.

f. “Mayor” means the elected chief executive officer of a municipality regardless of the title used for such position used by the municipality;

g. “Municipality” means a city, village, or incorporated town;

h. “NIBRS” means National Incident Based Reporting System, an incident-based reporting system used by law enforcement agencies in the United States for collecting and reporting data on crimes. Local, state and federal agencies generate NIBRS data from their records management systems;

i. “NIEM” means National Information Exchange Model. NIEM is an XML-based information exchange framework from the United States. NIEM represents a collaborative partnership of agencies and organizations across all levels of government (federal, state, tribal, and local) and with private industry. The purpose of this partnership is to effectively and efficiently share critical information at key decision points throughout the whole of the justice, public safety, emergency and disaster management, intelligence, and homeland security enterprise. NIEM is designed to develop, disseminate, and support enterprise-wide information exchange standards and processes that will enable jurisdictions to automate information sharing;

j. “PRMS Oversight Committee” means the committee formed pursuant to Article V of the Intergovernmental Agreement;

k. “Participant” means an entity contracting with the County to participate in the System in accordance with the provisions of this Agreement;

l. “Parties” means the County, the ETSB, and the Participant collectively;

m. “Party” means a party to this agreement, e.g. the County, the ETSB, or the Participant;
n. “PRMS OVERSIGHT COMMITTEE Equipment Replacement Fund” means a reserve fund created in the County treasury to be used to pay the costs associated with the eventual replacement of the System as provided in Section 2.05 of the Intergovernmental Agreement;

o. “PRMS OVERSIGHT COMMITTEE Operation Fund” means a fund created in the County treasury to pay the costs associated with the operation of the System as provided in Section 2.04 of the Intergovernmental Agreement;

p. “Sheriff” means the DuPage County Sheriff;

q. “State’s Attorney” means the DuPage County State’s Attorney;

r. “Treasurer” means the DuPage County Treasurer;

s. “User” means an employee or other authorized agent of a Participant to whom unique credentials are assigned for access to the System on a Participant’s behalf. The number of System Users assigned to a Participant shall be determined by the PRMS OVERSIGHT COMMITTEE Oversight Committee;

t. “Vendor” means Intergraph Corporation, Inc., a subsidiary of Hexagon, AB

2. Powers Authorized by Intergovernmental Agreement.

a. Provide for the general policies and operations of the PRMS OVERSIGHT COMMITTEE;

b. Establish such committees or work groups as the PRMS OVERSIGHT COMMITTEE deems necessary or useful;

c. Maintain and operate a police records management system;

d. Employ such personnel necessary and provide for the compensation thereof, for the implementation or upgrade of the System and for the day-to-day operations of the PRMS OVERSIGHT COMMITTEE pursuant to the headcount allocation established by the County Board.

e. Employ such personnel except for independent contractors are employees of the County of DuPage for purposes of benefits and general personnel policies.

f. The County shall have the exclusive authority for the hiring, discipline, or termination of such personnel;

h. Delegate day-to-day operations and duties, including the implementation of budgeted expenditures to County officers or personnel working on the system;

i. Authorize the expenditure and payment of any funds the Intergovernmental Agreement may authorize the PRMS OVERSIGHT COMMITTEE;

j. Perform any other duty or function as may be authorized by the DuPage County Board by ordinance, resolution, intergovernmental agreement, or other enactment.

k. Adopt rules which shall provide for the selection and terms of its officers and its operations;
k. Organize and appoint members to committees and working groups as it deems necessary for System operation;

l. Develop policies and regulations governing System usage consistent with the goal of standardization;

m. Review requests to join the System and determine a fair share payment of the applicant;

n. Review and approve the minimum specifications for any hardware used with the System and ensure Participant compliance;

o. Review and determine minimum specifications for network connections to the System and ensure participant compliance;

p. Direct the County to transfer funds from the Equipment Replacement Fund or make disbursements from the System Operation Fund to the extent authorized by this Agreement;

q. Fully comply with the requirements of the Open Meetings Act and the Freedom of Information Act;

r. Determine, no less frequently than annually, the total number of users who will access the System and allocate that number among system Participants. The PRMS OVERSIGHT COMMITTEE Oversight Committee and the affected Participant shall jointly agree to increase or decrease the allocation of users to a Participant;

s. Determine the budget for the annual operation of the PRMS OVERSIGHT COMMITTEE System;

t. Adopt reasonable rules consistent with the provisions of this Agreement for the ongoing administration, operation, and replacement of the System;

u. Establish policies and procedures to provide for the withdrawal of any Participant from the System including those providing for the retrieval and export of the Participant’s data and for the return of all or a portion of moneys in the PRMS OVERSIGHT COMMITTEE Equipment Replacement Fund attributable to the Participant;

v. Provide guidance and advice to the Information Technology Department as to the job performance of County employees assigned to administer or manage the System;
w. Make recommendations to the Information Technology Department as to changes in personnel requirements necessary to operate the System efficiently;

x. Fully reimburse the County and the ETSB for all costs incurred in implementing the System other than the costs attributable to Computer Aided Dispatch (CAD) and those PRMS OVERSIGHT COMMITTEE costs attributable to County agencies participating in the System under Section 1.08 of this Agreement;

y. Provide quarterly updates to all Participants, including committee meeting minutes and financial reports;

z. Develop policies and procedures, in accordance with the law, governing the documentation, retention, ownership, and management of electronic data storage, provided that any policy or procedure which may impact CAD or CAD processes shall not become effective without the consent of the ETSB; and,

aa. Perform any other administrative functions necessary and proper to carry out the purposes of this Agreement and the goals of standardization and interoperability not otherwise provided for herein.

3. Powers Inferred. The PRMS OVERSIGHT COMMITTEE may exercise any additional power or duty necessarily implied from the foregoing provisions, and those that are essential and indispensable to carry out such powers and duties.

4. Membership of the PRMS OVERSIGHT COMMITTEE.

5. The PRMS OVERSIGHT COMMITTEE Oversight Committee shall consist of members appointed as follows:

   a. The Chairman of the County Board or his or her designee;

   b. The Sheriff or his or her designee;

   c. The State’s Attorney or his or her designee;

   d. The Chief Financial Officer of the County, or his or her designee;

   e. The Chief Information Officer of the County, or his or her designee;

   f. The Chairman of the Emergency Telephone System Board (ETSB), or his or her designee;

   g. Six (6) mayors of municipalities which are Participants in the System selected by the Board of Directors of the DuPage Mayors and Managers Conference (DMMC) in the manner it determines so long as they meet the eligibility required in Section 9, or the designee of each appointed mayor. Mayors appointed under
this paragraph need not be appointed from municipalities which are members of
the DMMC.

6. Persons designated to serve in the stead of the County officers or staff members listed in
paragraphs (a)-(f) of this Section shall be employees reporting to the respective
designating authority who are vested with substantial authority over the operations or
finances of the designating authority’s office or department.

7. The Sheriff and State’s Attorney, or their designees, shall not be eligible for membership
on the Oversight Committee until their execution of an Agreement with the County
Board to participate in the System as set forth in Section 1.08 of the Intergovernmental
Agreement.

8. Committee Composition. The Committee set forth in Article V of the Intergovernmental
Agreement, may from time to time and by a three-quarters (3/4) vote of members entitled
to be appointed, make changes to the composition, manner of selection, or number of
their respective memberships. So long as the PRMS OVERSIGHT COMMITTEE
consists of twelve (12) members, nine (9) members shall constitute three-quarters (3/4) of
members entitled to be appointed.

9. Eligibility. All members shall reside in or represent an entity within the County of
DuPage throughout the duration of their term of office. Members representing an
association or agency pursuant to paragraph (a) shall remain employed, appointed by, or
have active representation status in the association or agency they represent.

10. Term of Office.

   a. Duration. Members shall be appointed for a term of four (4) years commencing on
   December 1 and until their successors have been appointed and qualified. The
   County Board may appoint any member appointed to consecutive terms so long as
   he or she continues to meet the requirements of membership as set forth in this
   Ordinance.

   b. Vacancies. A vacancy in the PRMS OVERSIGHT COMMITTEE shall be
   occasioned by resignation, death, physical or mental incapacity, continuous
   refusal to attend scheduled meetings of the PRMS OVERSIGHT COMMITTEE,
   removal for cause, cessation of membership in or employment by the entity which
   the member represents. Except for a removal for cause as set forth in paragraph
   iii, the PRMS OVERSIGHT COMMITTEE shall determine the existence of a
   vacancy. The County Board shall fill all vacancies within sixty (60) days in the
   manner in which the original appointment was made for the duration of the
   unexpired term.

   c. Removals for Cause. The County Board shall have the authority to remove a
   member of the PRMS OVERSIGHT COMMITTEE for cause upon a written
   statement by the PRMS OVERSIGHT COMMITTEE or its Chairman, the
   Chairman of the County Board, or by the DuPage County Ethics Commission,
   Investigator General, or Ethics Adviser stating the basis of such charges. Any
   member so charged shall have the opportunity to contest such charges before the
County Board within thirty (30) days. The County Board shall then determine whether cause exists to remove such charged member.

11. Officers:

a. Chairman. The PRMS OVERSIGHT COMMITTEE shall from time to time designate one from among its members to serve as Chairman of the PRMS OVERSIGHT COMMITTEE. The Chairman shall:

i. Have general supervision and authority over the operations of the PRMS OVERSIGHT COMMITTEE and its personnel;

ii. Determine the agenda for and preside at meetings of the PRMS OVERSIGHT COMMITTEE;

iii. Sign, with the secretary or any other properly authorized officer of the PRMS OVERSIGHT COMMITTEE, any instruments which the PRMS OVERSIGHT COMMITTEE authorizes him or her to execute;

iv. Appoint in his or her sole discretion such ad-hoc committees as he or she deems necessary or prudent to assist him or her in the performance of his or her duties;

v. Perform all duties incidental to the office of the Chairman and any other duties as the PRMS OVERSIGHT COMMITTEE may proscribe.

vi. Shall ensure that all of the orders, resolutions and regulations of the County Board are faithfully executed.

b. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in his or her absence and other duties as the Board may proscribe.

c. Secretary. The DuPage County I.T. Department shall provide a secretary for the PRMS OVERSIGHT COMMITTEE. The Secretary shall be responsible for recording the minutes of all meetings, ensuring that notices of such comply with the Open Meetings Act, be the custodian of all records of the PRMS OVERSIGHT COMMITTEE, and perform all duties incidental to the office of secretary and other duties which the PRMS OVERSIGHT COMMITTEE may proscribe. The Secretary shall not be a member of the PRMS OVERSIGHT COMMITTEE.

d. Treasurer. The DuPage County Treasurer shall be the custodian of all moneys received by the PRMS OVERSIGHT COMMITTEE operation fund. The Treasurer shall not be a member of the Board.

e. PRMS OVERSIGHT COMMITTEE Attorney. The DuPage County State’s Attorney shall appoint an attorney to be the PRMS Oversight Committee attorney. The attorney may be one of the DuPage County State’s Attorney’s Assistants.

12. Internal Operations:

a. Standing Committees and Workgroups. The PRMS OVERSIGHT COMMITTEE may establish any standing committee or workgroups as it deems necessary to
carry out the functions of the PRMS OVERSIGHT COMMITTEE. The Chairman of the PRMS OVERSIGHT COMMITTEE, with the advice and consent of the PRMS OVERSIGHT COMMITTEE shall appoint all standing committees and workgroups, their membership, and determine if the meetings are public meetings and thus subject to the Open Meetings Act.

b. Bylaws and Rules. The PRMS OVERSIGHT COMMITTEE may adopt and from time to time amend bylaws and/or rules governing its internal operations, polices, and procedures provided that all such policies may not conflict with any statute, ordinance, or County policy applicable to the PRMS OVERSIGHT COMMITTEE.

13. Finance and Procurement:

a. PRMS OVERSIGHT COMMITTEE shall have the exclusive authority to authorize the County to transfer funds from the PRMS OVERSIGHT COMMITTEE Equipment Replacement Fund to the PRMS OVERSIGHT COMMITTEE System Operation Fund and to authorize expenditures from the PRMS OVERSIGHT COMMITTEE Operation Fund.

b. Competitive Bidding Required. The provisions of State law applicable to the procurement of services, materials, equipment, or supplies, other than professional services, by County Boards as set forth in Section 5-1022 of the Counties Code shall apply to all contracts authorized by the PRMS OVERSIGHT COMMITTEE.

c. Applicability of the DuPage County Procurement Ordinance. The provisions of the DuPage County Procurement Ordinance shall apply to all purchases authorized by the PRMS OVERSIGHT COMMITTEE. Where the Procurement Ordinance specifies that an action must be taken by the County Board, the PRMS OVERSIGHT COMMITTEE shall have the authority to act. Where the Procurement Ordinance provides than an action must be taken by the Chairman of the County Board, the Chairman of the PRMS OVERSIGHT COMMITTEE shall have the authority to Act.

d. Transfers from the Equipment Replacement Fund. The PRMS OVERSIGHT COMMITTEE shall from time-to-time direct the Treasurer to transfer funds from the PRMS OVERSIGHT COMMITTEE Equipment Replacement Fund to the PRMS OVERSIGHT COMMITTEE Operation Fund for disbursement. Such funds may only be disbursed to pay the costs associated with the upgrade or replacement of the System or consistent with a policy adopted by the PRMS OVERSIGHT COMMITTEE Oversight Committee in accordance with Section 5.02(l).
e. Expenditures from the PRMS OVERSIGHT COMMITTEE Operation Fund. The PRMS OVERSIGHT COMMITTEE shall use moneys in the PRMS OVERSIGHT COMMITTEE Operation Fund for the purposes of:

   i. Reimbursing the County and the ETSB for costs expended in the implementation of the System;

   ii. Reimbursing the ETSB for costs it may incur in its normal operations in an aggregate amount not to exceed the total costs expended by the ETSB in the implementation of the System;

   iii. Paying the ongoing periodic costs associated with maintaining the System,

   iv. Paying the costs of system upgrade or replacement when such funds have been transferred from the Equipment Replacement Fund for that purpose,

   v. Reimbursement of Participant funds consistent with a policy adopted by the PRMS OVERSIGHT COMMITTEE in accordance with Section 5.02(l) of the Intergovernmental Agreement, or

   vi. Any other purpose the PRMS OVERSIGHT COMMITTEE Oversight Committee may expressly authorize, provided that funds shall only be authorized for costs associated with the System.

14. All personal property acquired by the PRMS OVERSIGHT COMMITTEE is the property of DuPage County. The PRMS OVERSIGHT COMMITTEE may use such property in any way it deems appropriate and in compliance with the requirements of Illinois law. The County may not dispose of or reassign such personal property until or unless the PRMS OVERSIGHT COMMITTEE by resolution declares deems such property as surplus.

15. PRMS OVERSIGHT COMMITTEE shall prepare or cause to be prepared quarterly fiscal reports and an annual budget for its operation and associated activities

16. The DuPage County Auditor shall conduct an audit of the PRMS OVERSIGHT COMMITTEE at least annually. The PRMS OVERSIGHT COMMITTEE and its staff shall fully cooperate with any audit or other examination conducted by the Auditor.

17. External Audit.

18. Meetings.

   a. Open Meetings Act. The provisions of the Open Meetings Act shall apply to all meetings of the PRMS OVERSIGHT COMMITTEE.

   b. The County shall cause notice of such meetings and their agendas to be posted on its website in accordance with the Act.
c. The County shall furnish meeting space when requested to do so by the PRMS OVERSIGHT COMMITTEE.

d. Consistent with the provisions of the Open Meetings Act, members of the PRMS OVERSIGHT COMMITTEE may attend meetings remotely when they are unable to attend in person for the following reasons: (1) military service; (2) away on official PRMS OVERSIGHT COMMITTEE business; (3) away on official business having to do with their regular employment with a local government entity; so long as reasonable notice to the PRMS OVERSIGHT COMMITTEE was given and has been approved. Members participating remotely for one of these three reasons and having given reasonable notice to the PRMS OVERSIGHT COMMITTEE and whose absence was approved by the PRMS OVERSIGHT COMMITTEE shall count for purposes of quorum attendance and may vote on official business.

e. Quorum. Quorum for a meeting of the PRMS OVERSIGHT COMMITTEE shall be three-quarters (3/4) of the members entitled to be appointed to the Committee.

f. Super Majority Required. All actions of the PRMS OVERSIGHT COMMITTEE shall require the affirmative vote of three-quarters (3/4) of the membership entitled to be appointed to the Committee. So long as the PRMS OVERSIGHT COMMITTEE consists of twelve (12) members, nine (9) members shall constitute three-quarters (3/4) of the membership entitled to be appointed.

g. Meeting Schedule. The PRMS OVERSIGHT COMMITTEE shall annually give notice of its meeting schedule with shall include at least one meeting scheduled per quarter.

h. Special Meetings. The Chairman or a majority of the members of the PRMS OVERSIGHT COMMITTEE may require a special meeting of the PRMS OVERSIGHT COMMITTEE pursuant to a written call with notice of the location, time, and date of the special meeting and an agenda detailing the items the PRMS OVERSIGHT COMMITTEE will consider. The PRMS OVERSIGHT COMMITTEE may not consider any business not contained on a special call agenda.

i. Notice of Meetings to ETSB Members. Except in cases of a bona fide emergency, in addition to the requirements set forth in the Open Meetings Act, the PRMS OVERSIGHT COMMITTEE shall provide actual notice of its meetings to its members forty-eight (48) hours in advance of such meeting. Notice to PRMS OVERSIGHT COMMITTEE members shall include an agenda and agenda materials. The PRMS OVERSIGHT COMMITTEE may agree to waive this additional notice by unanimous consent, however it may not conduct business if a member objects in person or in writing.

j. Meeting Locations. The PRMS OVERSIGHT COMMITTEE shall conduct its meetings at the Jack T. Knuepfer Administration Building located at 421 N County Farm Rd, Wheaton, Illinois. Committees and other subordinate bodies of the ETSB may meet at any location within the PRMS OVERSIGHT COMMITTEE service area that is convenient and open to the public.
19. For the PRMS OVERSIGHT COMMITTEE order of business shall consist of, but not be limited to, the following:
   a. Call to Order
   b. Roll Call
   c. Chairman’s Report
   d. Public Comment
   e. Approval of Minutes
   f. Action Items
   g. Reports
   h. Discussion
   i. Old Business
   j. New Business
   k. Adjournment

20. Subject to the following guidelines, members of the public and employees of the County shall be afforded time during regular and special meetings open to the public, to comment to the PRMS OVERSIGHT COMMITTEE.
   a. Persons wishing to address the Board shall complete the form, “Notification to the County Board Chairman", at the designated table in the Board Room at the beginning of the meeting.
   b. Remarks shall be confined to topics or activities which fall within the statutory authority of the County Board.
   c. Individual remarks shall not exceed three minutes in length, nor shall total time provided for all such remarks exceed thirty minutes in length, unless special permission for any time extension is granted therefore by the Board Chairman.

21. Parliamentary Rules
   a. The rules of Parliamentary Practice comprised in the 10th Edition of Robert’s Rules of Order Newly Revised, Perseus Books, Harper Collins, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with applicable state statutes, the special rules of this Board, or other County Ordinances.
b. Temporary Suspension of Rules shall occur upon a vote of majority of the PRMS OVERSIGHT COMMITTEE.

22. The DuPage County Ethics Ordinance shall apply to all members of the PRMS OVERSIGHT COMMITTEE.
### Dues

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### ETSB - Equalization

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**FUND BALANCE**

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### PRMS Equipment Replacement Fund

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<th>COMP</th>
<th>AU</th>
<th>Account Description</th>
<th>FY2017 Budget</th>
<th>FY2017 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000</td>
<td>5840</td>
<td>47040-0103 TRANSFER IN PRMS OPERATION FUND</td>
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**Expense**

<table>
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<th>COMP</th>
<th>AU</th>
<th>Account Description</th>
<th>FY2017 Budget</th>
<th>FY2017 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000</td>
<td>5840</td>
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<td>$ -</td>
<td></td>
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**FUND BALANCE**

<table>
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</tr>
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<tbody>
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