

FINANCE COMMITTEE MINUTES

DATE OF MEETING: February 18, 2020 at 6:00 p.m.

MEMBERS PRESENT: Camille Redman – Chair, David Newberg, Melonie Tilley, Terry Ferguson and Lance Reece. Also, present Dee Rentmeister, County Administrator.

MEMBERS ABSENT: None

SUMMARY OF DISCUSSION:

- Dana Smith, County Clerk, was present to review a quote for additional computer hardware and software for her office and the supervisor of assessments office related to cyber security. Dana indicated that the State of Illinois has funds available and is currently waiting to see if they will approve any or all of the items. Total quote is \$26,962.71. She would only purchase items that were approved and paid for by the State grant. Motion by Ferguson, 2nd by Tilley to recommend to the full board to approve the quote from Viscon for software and hardware for the county clerk's office not to exceed \$26,962.71 but no more than the portion reimbursed by grant from the State of Illinois. Voice vote, motion carried.
- General discussion on addressing security on the county's computer network.
- Motion by Newberg, 2nd by Tilley to approve last month's minutes. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Newberg to approve the claims. Voice vote, motion carried.
- Motion by Tilley, 2nd by Ferguson to recommend to the full board to approve the quote from Viscon to upgrade server storage at a cost of \$6934.14. Voice vote, motion carried.
- Reviewed travel request for Sandy Schlosser to travel April 15 – 17, 2020. Cost is \$320.00 registration. Motion by Newberg, 2nd by Reece to approve the travel request as presented for Sandy Schlosser. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Tilley to go into executive session at 6:17 p.m. to discuss compensation/personnel. Voice vote, motion carried.
- Motion by Tilley, 2nd by Ferguson to return to regular session at 6:26 p.m. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Newberg to pay the county administrator \$750 per pay period (every two weeks) while serving as interim zoning administrator effective March 2, 2020. Voice vote, motion carried.
- Motion to pay the zoning field inspector \$30.00 per hour plus travel time and mileage on an as needed basis effective March 2, 2020. Voice vote, motion carried.
- Motion by Tilley, 2nd by Reece to adjourn at 6:29 p.m. Voice vote, motion carried.

COMMITTEE ACTION:

Recommend to the full board to approve the quote from Viscon for software and hardware for the county clerk's office not to exceed \$26,962.71 but no more than the portion reimbursed by grant from the State of Illinois.
Approve last month's minutes.

Approve claims.

Recommend to the full board to approve the quote from Viscon to upgrade server storage at a cost of \$6934.14.

Approve the travel request as presented for Sandy Schlosser.

Pay the county administrator \$750 per period while interim zoning administrator effective March 2, 2020.

Pay the zoning field inspector \$30.00 per hour plus travel time and mileage on an as needed basis effective March 2, 2020.

RECOMMENDATIONS TO FULL BOARD:

Recommend to the full board to approve the quote from Viscon for software and hardware for the county clerk's office not to exceed \$26,962.71 but no more than the portion reimbursed by grant from the State of Illinois.

Recommend to the full board to approve the quote from Viscon to upgrade server storage at a cost of \$6934.14.

DATE OF NEXT MEETING: March 16, 2020 at 5:00 p.m.

**AGENDA
FINANCE COMMITTEE
REVISED**

Date and Time of Meeting: February 18, 2020 at 6:00 p.m. County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
 - a.
 - b.
3. Items for Discussion and Possible Action
 - a. Approve last month's minutes
 - b. Approve claims
 - c. Firewall for election server
 - d. Fireproof file cabinet - elections
 - e. Upgrade server storage
 - f. Compensation for interim zoning administrator and field inspector
 - g. Travel/training request – Sandy Schollosser
 - h.
 - i.
 - j.
 - k.
4. Items for Discussion Only (No Action Requested)
 - a.
 - b.
5. Executive Session
 - a.
6. Motion to adjourn

Posted: February 13, 2020 at 11:20 a.m.
Revised: February 13, 2020 at 11:55 a.m.
By: Dee Dee Rentmeister



Viscon Networking Innovations, Inc.

409 Devonshire Dr.
 Champaign, IL 61820
 Phone 217-352-4404
 Fax 217-352-4464

QUOTE

Quote # VISQ4414
Date 02/13/20
Sales Rep

Quote To:

Dewitt County Clerk
 Dana Smith
 201 W. Washington St.
 Clinton, IL 61727

Ship To:

(217) 935-7781
 (217) 935-7789

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
	Activtrak - 4 Users for 1 Year		
48	User Software	\$7.89	\$378.72
	Labor Estimate to Setup Activtrak		
2	Labor	\$110.00	\$220.00
	SubTotal		\$598.72
	Firewall		
1	Fortinet FortiGate 200E Network Security/Firewall Appliance - 16 Port - 1000Base-T, 1000Base-X - Gigabit Ethernet - AES (128-bit), AES (256-bit), SHA-256 - 16 x RJ-45 - 4 Total Expansion Slots - 1U - Rack-mountable	\$5,918.21	\$5,918.21
	Labor Estimate to Setup Firewall		
25	Labor	\$110.00	\$2,750.00
	SubTotal		\$8,668.21
	Office Switch		
1	Fortinet FortiSwitch FS-148E Ethernet Switch - 48 Ports - Manageable - 2 Layer Supported - Modular - Optical Fiber, Twisted Pair - 1U High -	\$806.56	\$806.56

Qty	Description	Unit Price	Ext. Price
	Rack-mountable		
1	Fortinet FortiCare Comprehensive Support - 1 Year Extended Service (Renewal) - Service - 24 x 7 Next Business Day - Service Depot - Exchange - Parts - Physical, Electronic Service	\$86.04	\$86.04
	Labor Estimate to Setup Switch		
2	Labor	\$110.00	\$220.00
	SubTotal		\$1,112.60

Replace Windows 7 Machines County Clerk

1	P4 Micro ATX Black Tower w/300 Watt ATX Power Supply; 1 3.5" bay; 2 5.25" bays		
1	Asus H310M-A R2.0/CSM, LGA1151, Intel H310, 4x SATA3, USB 3.1, 1x PCI-E 3.0/2.0 x 16, 2 DDR4 2666 Slots, Video (VGA,DVI, HDMI), GB LAN, Sound		
1	Intel Core i3-8100 Processor (4 Core, 4 Thread, 3.6GHz, 8GT/s, 6MB LGA1151)		
1	8GB DDR4 PC4-19200 2400MHz Memory		
1	Samsung 860 PRO MZ-76P256E 256 GB Solid State Drive - 2.5" Internal - SATA (SATA/600) - Workstation Device Supported - 560 MB/s Maximum Read Transfer Rate - 256-bit Encryption Standard - 5 Year Warranty		
1	Microsoft Wireless Desktop 2000 Keyboard and Mouse		
1	Microsoft Windows 10 Professional 64-bit OEM		
1	3 Year On-Site Warranty - Covers Hardware and installation of Hardware only. Does not cover Software. Does not cover reinstallation of Software when a failed hard drive occurs.		
	SubTotal		\$910.50

Labor Estimate to Install 1 Machines County Clerk

4	Labor	\$110.00	\$440.00
	SubTotal		\$440.00

Replace Windows 7 Machines Assessor

1	P4 Micro ATX Black Tower w/300 Watt ATX Power Supply; 1 3.5" bay; 2 5.25" bays		
1	Asus H310M-A R2.0/CSM, LGA1151, Intel H310, 4x SATA3, USB 3.1, 1x PCI-E 3.0/2.0 x 16, 2 DDR4 2666 Slots, Video (VGA,DVI, HDMI), GB LAN, Sound		
1	Intel Core i3-8100 Processor (4 Core, 4 Thread, 3.6GHz, 8GT/s, 6MB LGA1151)		
1	8GB DDR4 PC4-19200 2400MHz Memory		

Qty	Description	Unit Price	Ext. Price
1	Samsung 860 PRO MZ-76P256E 256 GB Solid State Drive - 2.5" Internal - SATA (SATA/600) - Workstation Device Supported - 560 MB/s Maximum Read Transfer Rate - 256-bit Encryption Standard - 5 Year Warranty		
1	Microsoft Wireless Desktop 2000 Keyboard and Mouse		
1	Microsoft Windows 10 Professional 64-bit OEM		
1	3 Year On-Site Warranty - Covers Hardware and installation of Hardware only. Does not cover Software. Does not cover reinstallation of Software when a failed hard drive occurs.		
	SubTotal		\$910.50
Labor Estimate to Install 1 Machine Assessor			
4	Labor	\$110.00	\$440.00
	SubTotal		\$440.00
Public Access Printer			
1	HP LaserJet Pro M501 M501dn Laser Printer - Monochrome - 45 ppm Mono - 4800 x 600 dpi Print - Automatic Duplex Print - 650 Sheets Input	\$483.07	\$483.07
Labor Estimate to Setup Printer			
1	Labor	\$110.00	\$110.00
Sherry Printer			
1	HP LaserJet M607 M607dn Laser Printer - Monochrome - 55 ppm Mono - 1200 x 1200 dpi Print - Automatic Duplex Print - 650 Sheets Input	\$967.98	\$967.98
Labor Estimate to Setup Printer			
1	Labor	\$110.00	\$110.00
Dana Printer			
1	HP LaserJet M553dn Laser Printer - Color - 40 ppm Mono / 40 ppm Color - 1200 x 1200 dpi Print - Automatic Duplex Print - 650 Sheets Input - Gigabit Ethernet	\$672.18	\$672.18

Qty	Description	Unit Price	Ext. Price
	Labor Estimate to Setup Printer		
1	Labor	\$110.00	\$110.00
	Back Office Printer		
1	HP LaserJet Pro M404 M404dn Laser Printer - Monochrome - 40 ppm Mono - 4800 x 600 dpi Print - Automatic Duplex Print - 350 Sheets Input - Gigabit Ethernet	\$208.95	\$208.95
	Labor Estimate to Setup Printer		
1	Labor	\$110.00	\$110.00
	Brandi		
1	HP Envy 7855 Inkjet Multifunction Printer - Color - Copier/Fax/Printer/Scanner - 22 ppm Mono/21 ppm Color Print - 4800 x 1200 dpi Print - Automatic Duplex Print - 1200 dpi Optical Scan - 125 sheets Input - Ethernet - Wireless LAN - HP ePrint	\$0.00	\$0.00
	Labor Estimate to Setup Printer		
1	Labor	\$110.00	\$110.00
	Labor Maintenance to Support Above Equipment		
100	Labor	\$110.00	\$11,000.00
		Sub Total	\$26,962.71
		Sales Tax	\$0.00
		Shipping	\$0.00
		Total	\$26,962.71

QUOTE GOOD FOR 30 DAYS



Viscon Networking Innovations, Inc.

409 Devonshire Dr.
Champaign, IL 61820
Phone 217-352-4404
Fax 217-352-4464

QUOTE

Quote # VISQ4408
Date 02/11/20
Sales Rep

Quote To:

Dewitt County Building
DeeDee Rentmeister
201 W. Washington St.
Clinton, IL 61727

Ship To:

(217) 935-7771
(217) 935-7779

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
	Upgrade Server Storage		
9	HPE 960 GB Solid State Drive - 2.5" Internal - SAS (12Gb/s SAS) - Read Intensive - 3 Year Warranty	\$770.46	\$6,934.14
	Sub Total		\$6,934.14
	Sales Tax		\$0.00
	Shipping		\$0.00
	Total		\$6,934.14

QUOTE GOOD FOR 30 DAYS



DeWitt County
SUPERVISOR OF ASSESSEMENTS
DeWitt County Courthouse
sschlosser@dewittcountyill.com



SANDY SCHLOSSER
SUPERVISOR OF ASSESSEMENTS

OFFICE
935-7800

TO: Camille Redman
DeWitt County
Finance Committee Chairman

From: Sandy Schlosser
DeWitt County
Supervisor of Assessments

DATE: February 13, 2020

RE: Illinois Property Assessment Institute
Ethics for New Assessment Professional Exam

I am respectfully requesting permission to attend the Ethics for New Assessment Professionals class and exam on April 15, 16 and 17, 2020. The class will take place at Heartland Community College, Normal, Illinois.

Cost with this class is: Registration \$320.00

Should you have any questions, please contact me.

Thank you for your consideration with this request.



ORDER DETAILS

Invoice Number:
152361

Invoice Date:
02/13/2020 10:52 AM

Billed To:
Mrs. Sandy Schlosser
7936 White Oak Rd,
Clinton,
Illinois,
61727,
United States

Method of Payment:
Invoice

Please address payment to:

Illinois Property Assessment Institute
207 W. Jefferson St, STE 303
Bloomington, IL 61701

INVOICE DETAILS

Payment due by 03/14/2020

Title	Quantity	Amount
Normal Qualifying Series: EXAM - Ethics for New Assessment Professionals 04/15/2020 8:00 AM @ Heartland Community College - Normal, Illinois, United States	1	\$320.00 List Price: \$320.00 Amount: \$ 320.00

SUBTOTAL: \$320.00
OVERALL TOTAL \$320.00

2020 PUBLIC DEFENDER
TOTALS

2020							
<u>YEAR START</u>		213	304	82	55	141	26
OPEN							
		<u>Clients</u>	<u>Cases</u>	<u>CF / MR</u>	<u>CM</u>	<u>TR / DT</u>	<u>JA / JD / J</u>
JANUARY		45	73	22	15	31	5
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
	YEAR TOTAL	45	73	22	15	31	5
CLOSED							
		<u>Clients</u>	<u>Cases</u>	<u>CF / MR</u>	<u>CM</u>	<u>TR / DT</u>	<u>JA / JD / J</u>
JANUARY		37	46	17	7	17	5
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
	YEAR TOTAL	37	46	17	7	17	5