

The METCAD Policy Board convened for a regular meeting on Thursday, March 5, 2020, with the following in attendance:

MEMBERS MPB:

Chief Tony Brown, Village of Rantoul Police Department
Mike DeLorenzo, University of Illinois
Scott Eisenhauer, Village of Rantoul
Sheriff Dustin Heuerman, Champaign County Sheriff's Office
County Executive Darlene Kloeppel, Champaign County
Chief Gary Ludwig, City of Champaign Fire Department (proxy Deputy Chief Tyler Funk)
Mayor Diane Marlin, City of Urbana
Chief Mike Metzler, Rural Police Chief's Association
Chief Bryant Seraphin, City of Urbana Police Department
Interim Chief Matt Myrick, University of Illinois Public Safety
Joan Walls, City of Champaign

ABSENT:

Chief Paul Cundiff, Rural Fire Chief's Association

ADMINISTRATIVE STAFF:

Ralph Caldwell, Director
Betsy Smith, Operations Manager
Julie Campbell, Management Analyst
Karen Clevenger, Supervisor
Randy Dhom, Communications Specialist
Jennifer Frost, Supervisor
Dave Miller, Network Administrator
Kristin Wright, Administrative Assistant

OTHERS:

Chief Anthony Cobb, City of Champaign Police Department
Brad Hardcastle, METCAD Telecommunicator
Division Chief Kyle Hensch, City of Urbana Fire Department
Sanford Hess, City of Urbana IT Department
Sarah Jansen, METCAD Telecommunicator
Chief Chuck Lauss, City of Urbana Fire Department
Kimberly Schofield, METCAD Telecommunicator
Tim Smith, City of Urbana IT Department
Katie Tselpis, METCAD
Travis Woodcock, City of Champaign Finance Department
Tom Yu, City of Champaign Legal Department

Chair Mike DeLorenzo called the meeting to order at 8:30 a.m. Roll call was taken. Chair DeLorenzo asked if there was any audience participation and there was none. Chair DeLorenzo asked if there were any electronic communications. Director Ralph Caldwell indicated that one proxy had been received and was noted in the attendance list. Chief Tony Brown made a motion

to approve the minutes from the February 6, 2020 METCAD Policy Board meeting; Chief Matt Myrick seconded the motion. Motion carried.

Chair DeLorenzo called Resolution 20-01: Approving and Adopting the Annual Budget for the Fiscal Year Commencing July 1, 2020 and ending June 30, 2021. Director Ralph Caldwell began by explaining that the budget had not changed significantly from what was presented at the February meeting. He reviewed the report to the Board including the summary. The user fee increase is projected to be 3.5% for next year and for the next ten years so there isn't a spike like has happened in the past. Staff is requesting to extend the Management Analyst position for another year. The project will take another year or year and a half to finalize the CAD project. The overtime budget has been increased for the current fiscal year. Because of vacancies, the additional overtime is being offset by salary savings. Next fiscal year, the overtime budget has also been increased but staff is hopeful that all positions will get filled. The rural police agencies used to be billed by the Champaign County Sheriff's Office but it was requested that METCAD bill the agencies directly so that is an addition to the budget. The user fees for the Sheriff's Office appear to have decreased but that is because the rural police agency fees were previously billed to them in their total. Current legislation expires December 2020. There is a House Bill that is being negotiated and finalized. The budget book is restructured. Fund 302 is where the surcharge money is currently deposited. In the past, the surcharge money had been transferred to Fund 301. Beginning in July, the money will stay in Fund 302 and expenditures will be made directly from Fund 302. The expenditures budget includes 42% of salaries and benefits for all staffing at METCAD, rent, and some maintenance contracts. There will also be a transfer to a new capital fund, Surcharge Capital Fund 341. This will replace the previous transfer to Fund 340 and will guarantee that all of the Capital Fund is completely funded from surcharge revenue. Once Fund 340 is depleted, it will be deleted. Funds can't be co-mingled, and this makes the process cleaner. The transfer is currently budgeted at \$400,000. He reviewed the expenditures for the Capital Fund. The total amount to be spent is \$193,000. In the legislative information, he mentioned that the State is going to form a funding formula committee that he hopes to participate on to make sure that Champaign County does lose any revenue. Mr. Scott Eisenhauer asked if a 3.5% increase would still be needed once the Project Manager is no longer needed in a year and a half. Ms. Kristin Wright explained that the Project Manager position is only reflected in the next budget year and isn't continued out in the 10-year plan. The need for the 3.5% increase each year is based on the inflationary rates established by the Finance Department. The salaries have a 5% increase built in to cover cost of living increases and increases in benefits. There is also a 5% increase taken into consideration for maintenance contracts. Due to the fund balance, it averages out to 3.5% increase over the next ten years. Next Director Caldwell reviewed the changes that were made to the Financial Policies. A strikeout version was provided. He then reviewed the Department Service Plan. He went through the goals for the next year and pointed out the largest project for the upcoming year to be the CAD replacement project. There was also discussion regarding the possible telecommunicator certification at Parkland College. It was asked if the certification would be similar to an associate's degree. Ms. Betsy Smith replied that at this time, it would not be that long of a program but eventually staff would like it to develop into something similar as an associate's degree. Director Caldwell then reviewed the rest of the budget breakdown fund by fund. He explained the Board would only be voting on this year's budget and that the 10-year projection is evaluated every year. Champaign County Executive Darlene Kloeppel asked what was included in the Administrative fee that is

paid to the City of Champaign. Director Caldwell replied that it includes any assistance received from the Finance Department, the Legal Department, and the Human Resources Department. Ms. Wright also added that the financial software that METCAD uses through the City is included. The City does not charge METCAD for the use of MUNIS for all of the financial applications. There weren't any more questions or comments. Mayor Marlin made a motion to approve Resolution 2020-01 approving the METCAD budget for FY 20/21. Sheriff Dustin Heuerman seconded the motion. A roll call vote was taken; motion passed with 10 affirmative votes; Chief Paul Cundiff absent; and Mr. Scott Eisenhauer voting present. Four out of the five administrative representatives voted yes.

Director Caldwell provided a legislative update. There is a State Advisory Board meeting scheduled for April 9 and 23 to review the re-write language. He didn't have any update from the previous meeting.

Director Caldwell provided a technical services update. The CAD system is consuming most of the time. Tyler will be onsite on Monday to start working on the servers. The go live date is scheduled for January now. The fiber connection work is still continuing. This will help the speed and connection at the back up center. The tower site project is almost complete. HVAC, UPS's and generators were all replaced at the five tower sites.

Ms. Smith provided a personnel update. She introduced the two newest telecommunicators, Sarah Jansen and Kimberly Schofield. They began on Monday. She is still working on the hiring process. There will be phone interviews. Sheriff Dustin Heuerman asked how many vacancies there are and Ms. Smith said that there would still be six open and there are five in training. Mayor Marlin asked what the minimum staffing was to keep METCAD operating. Director Caldwell said that ideally six across the board. Ms. Smith also mentioned that the COOP plan had been developed several years ago which includes moving to 12-hour shifts, rotating with 2 on/2 off and she believes that a minimum of 5 per shift is needed to operate. It also depends on what is happening and when it is happening.

In Director comments, Director Caldwell again thanked Tom Yu for his continuing help on the fiber and CAD contracts. Director Caldwell also mentioned that the RMS project continues to move forward but would not be discussing it due to Open Meeting Act restrictions. Chair DeLorenzo reminded the group that Unofficial is happening the next day.

County Executive Kloeppe made a motion to adjourn; Mr. Scott Eisenhauer seconded the motion. Motion carries. Meeting adjourned at 9:07 a.m.