

Approved 5/24/21
MINUTES
County Operations Committee
April 26, 2021
@ 1:00 p.m.

MEMBERS PRESENT:	Rob Reneau – Chairperson, Betty Duncan; Kate Pastucha; Steve Rieker; William Watkins, Jr.
MEMBERS ABSENT:	Linda Daley – Vice Chairperson
OTHERS PRESENT:	Scott Sorrel – County Administrator; Shauna Musselman – Assistant County Administrator, Jennie Cordis Boswell - State's Attorney's Office; Angela Loftus – County Administration; Randy Brunner – Chief Financial Officer; Brian Asbell, Doug Gaa, Chris Watkins – Sheriff's Office; Amy McLaren – County Highway; Mark Little – Chief Information Officer; Nicole Bjerke – County Treasurer

Call to Order

Chairperson Reneau called the meeting to order at 1:00 p.m.

Approval of Minutes

A motion to approve the executive session minutes of January 25, 2021 and regular session minutes of March 22, 2021 was made by Ms. Duncan and seconded by Mr. Rieker. The motion to approve carried unanimously (4-0; Ms. Daley absent; Ms. Pastucha absent for vote).

Informational

• **PCAPS Monthly Report**

Ms. Musselman directed committee members to the submitted report and stood for any questions. Ms. Duncan noted that the report records transfers and asked what a transfer entails. Ms. Musselman advised that transfers include foster programs and interagency transfers to other shelters. Mr. Sorrel advised that the shelter also utilizes breed specific rescue organizations.

• **Workforce Report**

Mr. Sorrel advised that the current report covers applicants, demographics, new hires and separations for March 2021 and a comparison of March 2020 and March 2021 figures. He noted that 17 applicants were hired in March 2020 as compared to 9 hired in March 2021. He commented on the disparity in race/ethnicity statistics and stated that Peoria County has become a member of Government Alliance for Racial Equity. He advised that membership will provide opportunities for paid technical assistance and training opportunities. He also advised that Mayor-Elect Ali has provided a list of appointments for the Joint Commission on Race and Equity and its subcommittees.

Mr. Rieker asked if metrics are available on the success of filling open positions, and Mr. Sorrel advised the success rate varies and is to a great extent dependent on position.

(Ms. Pastucha enters meeting.)

• **Liability and Worker's Compensation Report**

Mr. Sorrel advised that five 2021 liability claims currently remain open, and eleven remain open from years 2015 through 2020. He stated that although 2021 has a smaller liability reserve, there has been no payment on those claims to date.

Mr. Sorrel advised that 13 of 18 worker's compensation in 2021 are still active, with 6 cases remaining active in years 2015 through 2020.

Discussion

- **Enterprise Resource Planning (ERP) System**

Mr. Sorrel advised that this project has been planned for the past several years and funding has been allocated to its implementation, adding that funds are accumulated in the fund balance of the IT Service Fund. He stated that the project will replace Pentamation and Time and Attendance Systems, and potentially the Cashiering system. He commented that the implementation would impact nearly every sector of the organization, including the general ledger, banking, finance and audit, human resources and hiring, fixed assets, payroll, and benefit administration. He remarked that Pentamation's platform will no longer be supported in June 2022, and is one of the motivating factors in moving forward with the project.

Mr. Sorrel noted that the County Board approved a contract in 2020 with BerryDunn to act as project management consultant. He advised that an internal executive steering committee has been assembled with the assistance of BerryDunn. The committee will make decisions internally and forward recommendations on policy to this committee.

Mr. Sorrel advised that respondents to the software bid have been evaluated, with the two finalists performing extensive software demonstrations. He stated that the executive steering committee, as well as approximately 30 subject matter experts across the organization, participated in the demonstrations and evaluated and scored the two vendors on their merit and quality of software. He stated that both the subject matter experts and the executive steering committee agreed on a preferred vendor, and staff is moving forward with background and reference checks, as well as evaluating the cost proposal of the preferred vendor. Mr. Little noted that the service to be provided is entirely cloud based.

Mr. Sorrel advised that three resolutions concerning the ERP System will move forward to both this committee and the Finance Audit and Legislative Affairs Committee:

- Contract award recommendation for software
- Contract modification with BerryDunn
- Creation and of a capital project fund and transfer of reserves from IT Service Fund to Capital Project Fund.

Ms. Pastucha asked if staff has an estimate of efficiencies gained with the new project. Mr. Sorrel advised that a component of BerryDunn's initial phase work prior to drafting the software RFP was to review and map existing processes and evaluate where efficiencies can be drawn and identify improvements to each of the workflows. He remarked that the work will continue with the approved vendor. In response to a question posed by Mr. Rieker, Mr. Little stated that the new system will integrate with many, if not all, current existing systems.

A motion to go into executive session to discuss Labor Relations was made by Mr. Watkins and seconded by Mr. Rieker. The motion carried unanimously (5-0; Ms. Daley absent).

EXECUTIVE SESSION

Regular session resumed upon a motion by Mr. Rieker and second by Ms. Pastucha.

Adjournment

The meeting was adjourned by Chairperson Reneau at 2:39 p.m.