

Shelby County Board Legislative Committee Agenda

3/14/23

Zoning Office-6:00pm

1. Roll Call – Chairman Jeremy Williams called the meeting to order at 6:00 pm

Present – Cody Brands, Julie Edwards, Martha Firnhaber

Not present – Heath McCormick

2. Public Comment

Public present – Austin Pritchard, Dave Woods, Charles Baker, Sherriff McReynolds, Chris Smith, Reid Best

Austin Pritchard – asked about credit card policy – Jeremy noted we do not have a policy to propose this evening. Cody – this will be setting a policy as the county does not currently have a policy. Jeremy mentioned Sonny, Public Safety, had emailed him about it and mentioned the need for a policy. Reid from Highway Dept mentioned there not being a credit card for highway dept. because usually in dept heads name so policy needs to include something about what to do in absence of dept head.

3. Chris Smith, Area Senior Vice President, of Arthur J. Gallagher Risk Management Services LLC present to discuss the county property and casualty insurance program and services available to the county via Gallagher and CIRMA

Chris presented – program is through CIRMA – Counties of Illinois Risk Management Agency – about 20 counties in the program as of now. Chris has handled the county insurance for some time. Used to handle it with Shelbyville Insurance Services. Gallagher is 4th largest agency in country. CIRMA is a cooperative. (may be able to provide credit card policy template)

Through CIRMA we have access to HR Consulting, Safety consulting (Jonathan Wilson), Claims Admin.

Insurance renews December 1 of each year. We sign a 3 year commitment. Went to bid in ~~2022~~. When bid we have to notify CIRMA that we are doing so and that we may leave. In ~~2022~~ when bid CIRMA was about \$100k lower.

CIRMA program has a \$10M limit. \$1M Employee Dishonesty limit. All counties in the program have a \$250,000,000 aggregate limit for property. Cost of current program is about \$185k. That premium changes annually. A portion of the annual premium is contributed to the claim fund. Once in the program long enough – if the claim fund performs well – can receive dividends back.

Separate from CIRMA is a Cyber policy. When buy cyber policy you are buying the service of their people to take care of a cyber breach.

Cody asked if there are any programs we have not utilized and should be. Chris noted that we have under utilized Jonathan Wilson, Safety and Loss Prevention. Cody – what is the benefit of that? Chris – education and a more conscientious employee paying attention so ideally fewer claims with lower severity. Cody – if no safety policy in place can we be provided with safety templates. Chris – pick the area where there is the greatest need and start there.

Martha asked about WC if we carry our own MOD or is it a group MOD? Chris said group MOD.

Chris will get the committee members information for the CIRMA quarterly meetings. Martha will email Chris the email addresses for all committee members.

Austin asked about WC coverage for Dive team members. Chris and Martha advised that coverage starts when the call is received and response to that call has started.

4. Discussion and vote on live streaming

Dave and Charles here – Jeremy had conversation with them previously. Dave – restream service was about \$500 a year and only allowed 10 hours of video and then would override. To go to a YouTube account it is free, unlimited length of recording and no limit on length of time it is retained. Jeremy asked about FOIA issues and YouTube sometimes taking down videos. Dave – YouTube has a 10 second delay to prevent something from getting out that should not. Not usually an issue for the types of meetings that the county would be recording. Jeremy – should we keep files of our own just incase something happens. Jessica would have her audio recordings to fall back on. Charles – will have the ability to download from YouTube. Cody – with the camera – can we save the videos to a sd card? Charles – yes but will be expensive. Dave – for FOIA request we can just send them to a link to the video for the particular meeting in question.

Julie made a motion to use YouTube as our video channel rather than using Restream. Cody seconded. Jeremy – further discussion? Julie – on the videos – will the comment part/live chat be on or not. Charles said it is up to the board. Dave – if it is on will someone be responding to the comments? Jeremy – should we have a policy stating the board will not be responding? Dave and Charles – the county needs a Social Media policy. Dave and Charles have boiler plate templates for that kind of policy that they will send to us. – Jeremy called for vote – all in favor – unanimous ayes. No nays.

5. Recommend to Full Board Adoption of County Credit Card Policy

Jeremy advised there is not a policy ready. Bobby let Jeremy know the States Attorney is working on a policy.

6. Discussion and vote on updating/upgrading county telephone services for the courthouse, Zoning/EMA, and the Sheriff's Office.

Judge Ade Harlow arrived during the meeting – Jeremy asked her about this agenda item. Judge advised the current system has an answering machine and at times, with only two lines, if both lines are being used then caller gets busy signal which can be a problem. If lines go down there are issues. Our current system is antiquated. Judge spoke to Montgomery County IT person and he advised “we are one bad day away from the whole system going down”. Dave – our system is about 25 years old. If courthouse had a power surge could lose whole system. We would not have phones for days. Cannot find parts to fix the current equipment because it is too old and not available. Montgomery county started their project in 2009. They hired an engineering firm to come in and put together specs for bid. Judge shared examples of bids Montgomery received.

Looking at Voice Over IP (VOIP) – to get to that would need to have upgrades down. Going this route would put voice mail on every single phone. Would also have call forwarding as well.

Judge spoke with Taylorville County Clerk about what program they used. They use Consolidated. Charles – Consolidated will lean towards very expensive phones. Mytec can handle the “switching” less expensively than Consolidated. Consolidated has used Mytec on 8 switching projects. Consolidated has to pay union help to do the work.

Cody asked about phones – Dave mentioned three levels of phone and the level has to do with the cost. Basic answer calls, transfer and have VM as well as VM forwarding - up to phones with video. Montgomery County went to Mitel phones.

Dave – Consolidated has our phone coverage. They could provide a bid and from that we could get bid specs. Right now Health Dept is on an entirely different system. Dave said being on VOIP could lower annual telephone bill costs. We pay long distance charges currently but going VOIP takes away a lot of that.

Jeremy – this is an urgent need. Dave and Charles – yes it is very urgent. They have been working on this for 8-9 years. Dave thinks quickest turn around would be to have Consolidated to put together a proposal. Charles – infrastructure is in place so the cost would not be as expensive as we might think. Julie – this would not be a new service it is a change to the current service? Dave – yes – changing out phones from analog to VOIP. The equipment is what is going to change.

Cody made a motion to start the process for obtaining pricing to upgraded to a VOIP phone systems. Jeremy seconded. Discussion – Dave – who to include. Judge – should ask all department heads outside of the courthouse. Including all of courthouse, Sherriff and Zoning building. Highway Dept, Coroner, Health Dept., Board of Review, etc.. Jeremy – are we sure this does not need bid out. Dave and Charles – this will not be close to \$30k for the equipment. Dave – faxes will be voice over too and the charges for fax lines will go away. Jeremy called the vote – all in favor – unanimous ayes. No nays. Passed.

7. Adjournment

Julie made motion to adjourn. Cody seconded. All in favor. Meeting adjourned 7:32 pm.

Committee members approving the meeting minutes: Martha Firnhaber, Cody Brands, Julie Edwards, Jeremy Williams.