

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING  
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
OSWEGO VILLAGE HALL  
100 PARKERS MILL, OSWEGO, ILLINOIS  
February 21, 2017**

**CALL TO ORDER**

President Gail Johnson called the meeting to order at 6:03 p.m.

**CONSIDERATION OF AND POSSIBLE ACTIONS ON-ANY REQUESTS FOR ELECTRONIC PARTICIPATION IN MEETING**

There was no one who participated electronically.

**ROLL CALL**

Physically Present: President Gail Johnson; Trustees Ryan Kauffman (attended at 6:05 p.m.), Karin McCarthy-Lange, Pam Parr and Luis Perez.

Absent: Trustee Judy Sollinger and Joe West.

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jennifer Hughes, Public Works Director; James Jensen, Deputy Police Chief; Billie Robinson, Asst. Finance Director; Rod Zenner, Community Development Director; Michele Brown, Community Relations Manager; Corinna Cole, Economic Development Director; Dave Silverman, Village Attorney; and Greg Jones, Village Attorney.

**PUBLIC FORUM**

Public Forum was opened at 6:03 p.m.

There was no one who requested to speak; the Public Forum was closed at 6:03 p.m.

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

F.1. IT Service Contract and Consortium Membership

Asst. Administrator Burns addressed the Board regarding the Village joining a GovIT Consortium and entering into a contract with an IT service provider. The Village of Oswego and United City of Yorkville jointly issued an RFP for information technology services last fall in an effort to be cost effective and work collaboratively. An initial preferred vendor was selected, however, contract terms could not be agreed upon. Staff began negotiations with Interdev, the second-choice service provider. Interdev submitted their proposal on behalf of the GovIT Consortium. The GovIT Consortium provides an opportunity for greater shared service efficiencies.

**Interdev Services**

Interdev is the service provider for the GovIT consortium and would provide all day-to-day help desk services, infrastructure maintenance and monitoring, and IT strategic planning for all Village departments. A primary technician would be assigned 40 hours per week between Oswego and Yorkville; 32 hours in Oswego and 8 hours in Yorkville. They would work under the direction of the IT/GIS Manager. Because of the contract structure, Oswego and Yorkville would enter into a separate intergovernmental agreement that would allow for an adjustment in hours and fees. There would be 24/7/365 telephone tech support for any issues, as well as additional resources for back-up support through the Chicago-region office. The service contract is an "all-in-price." The only additional costs may come if there is a particular project that would require additional resources through Interdev. Staff would develop a project scope and approve the project fee in advance.

**Consortium Overview**

GovIT Consortium is a group of municipalities, primarily located in the northern Chicago suburbs that have worked to jointly contract and pool resources to improve information technology services to each community. The members include Glenview, Glencoe, Buffalo Grove, Lake Bluff, Kenilworth and Lincolnshire. Oswego and Yorkville have submitted applications to join. The consortium operates as a governmental agency with monthly meetings. It has developed bylaws and financial policies. The consortium members contract with a single IT service provider (Interdev) to provide services from IT planning to help desk and reporting. The GovIT Board identifies “consortium” projects each year based on Interdev’s analysis and recommendation. If projects are approved by the entire board, each member is obligated to pay a share of the cost. Over the next year, the consortium will be updating their model to a per-user model. Currently, each member holds a contract with the IT service provider with individual rates. Some of the consortium members have already moved to per-user model and have not seen a significant change in their rate. The final rates have not yet been determined.

### Fees

- Interdev
  - Monthly service= \$10,766, or \$129,192 annually
  - Anticipating an additional \$20,000 annually in higher-level service fees and software monitoring costs
- GovIT Consortium= \$5,000 up-front fees per municipality
  - To be used for consortium costs, or to maintain the fund balance
  - Overhead costs are primarily auditing and legal fees and would total a few hundred dollars each year
  - No annual fee

### Analysis

There are advantages and disadvantages of joining an IT consortium. The Village would relinquish some control in exchange for cost savings. Oswego and Yorkville would each have a vote in the consortium. The consortium is working on developing a three-year strategic plan to assist each member with its annual budget planning. The consortium considers when each municipality’s respective licenses or existing services expire when planning purchases. There may be IT projects that the Village wishes to take on that the consortium is not planning address such as moving to Office 365. The Village would need to manage the IT investment based on the consortium’s long-range plans. A benefit to the consortium’s model is that it has worked out a series of very specific performance metrics and holds their vendors accountable for delivering the metrics.

The IT consortium approved Oswego’s membership. Staff will be bringing a resolution to the Village Board at the next Board meeting. Additionally, a resolution will be drafted to approve Interdev’s contract and the entering into an intergovernmental agreement with Yorkville.

Board and staff discussion focused on long term costs; sharing cost of hardware purchases; Village could rescind the intergovernmental agreement if wanting out; no way out of hardware purchases; Yorkville is joining the consortium; staff will need to travel to the consortium meetings; needs assessment was completed previous to the RFP; consortium has been around for a couple years; Oswego will be the first new member; 24 hour support at a much smaller cost; Interdev reaches as far as Atlanta; impressed with service levels of Interdev; ensuring the consortium group is not open to vulnerabilities; having acceptable systems and standards in place; leveraging with resources; why more communities are not joining consortiums; will see a lot more going forward; evaluating steps and realigning timing on IT projects not in the consortium; needing more details on the consortium; staff to look into Cloud usage.

There was no further discussion.

**CLOSED SESSION**

A motion was made by Trustee Parr and seconded by Trustee Kauffman to enter into Closed Session for the purposes of discussing the following:

- a. Pending and Probable Litigation [5 ILCS 120/2(c)(11)]
- b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel [5 ILCS 120/2(c)(1)]
- c. Collective Bargaining, Collective Negotiating Matters, Deliberations Concerning Salary Schedules [5 ILCS 120/2(c)(2)]
- d. Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]

Aye: Ryan Kauffman  
Pam Parr

Karin McCarthy-Lange  
Luis Perez

Nay: None

The motion was declared carried by a roll call vote with four (4) aye votes and zero (0) nay votes.

The Board adjourned to Closed Session at 6:23 p.m.

The Board returned to open session at 7:07 p.m.; all remaining members still present.

**ADJOURNMENT**

The Committee of the Whole meeting adjourned at 7:07 p.m.

Tina Touchette  
Village Clerk