

WinGIS

POLICY COMMITTEE MINUTES

Date: Thursday, May 27, 2004

Location: City of Loves Park
12:30 PM

Scott Christiansen called the meeting to order at 12:30 PM.

Present by Roll Call:

Einar Forsman, City of Rockford
Doug Brooks, Rockford Park District
Don Massier, Rock River Water Reclamation District
Darryl Lindberg, City of Loves Park
Linda Vaughn, Village of Machesney Park
Dennis Leslie, North Park Public Water District
Scott Christiansen, Winnebago County

Others Present:

Steve Connell, Winnebago County
Ken Kelley, RRWRD
Jim Reid, Rockford Park District
Steve Ernst, City of Rockford
Steve Thompson, City of Loves Park
Dan Jacobson, City of Loves Park
Brendan Brooks, WinGIS
Burnie Turner, WinGIS
Chris McGarry, WinGIS

Approval of March 25, 2004 Policy Committee Meeting Minutes

The minutes were approved.

Action Items

- a. **WinGIS Director Job Description** – Motion to approve by Mr. Forsman, Second by Mr. Massier. Mr. Forsman discussed the minor modifications to the job description done by the Director Job Description Subcommittee. The job description was expanded to include a broader management and vision approach and lessen the importance of the technical and developmental components. Technical skills are still important. The key to identifying the talents will be in the job posting and screening process rather than the job description itself. Mr. Forsman also noted that the subcommittee authorized the hiring of the Communications Coordinator and one Technical Committee member and one Policy Committee member would be involved in the hiring process. Ms. Vaughn thanked the committee for their work. Mr. Massier thanked subcommittee members and Winnebago County Human Resources Director Jim Kelly for their assistance. **Motion Passed: 7 yes; 0 no; 1 absent.**

Chairman Christiansen requested that the WinGIS Director position not be posted at this time. Furthermore, Chairman Christiansen requested that Steve Connell be appointed as Interim WinGIS Director. The recruitment process will continue during Mr. Connell's tenure as Interim Director. Committee members unanimously agreed. Mr. Connell accepted the appointment. Chairman Christiansen thanked Mr. Connell for his willingness to assist WinGIS through this time of transition.

- b. **Resolution 2004WG08: WinGIS Fiscal Year Change** – Motion to approve by Mr. Brooks, Second by Mr. Lindberg. This resolution aligns the WinGIS fiscal year cycle with that of Winnebago County. **Motion Passed: 7 yes; 0 no; 1 absent.**
- c. **Resolution 2004WG09: FY 05 Budget Cycle** – Motion to approve by Mr. Brooks, Second by Mr. Lindberg. This resolution creates a 15-month fiscal year for FY 2005. **Motion Passed: 7 yes; 0 no; 1 absent.**

Old Business

- **Strategic Plan** – Mr. Connell stated that a final version of the WinGIS Strategic Plan has been submitted to the Policy Committee for review and approval. The Strategic Plan outlines what WinGIS is and what the function of the enterprise agency is and will be into the future. Mr. Connell thanked the WinGIS staff for their efforts in creating the document. Mr. Forsman commended the writers of the document, with special note to the Organizational Philosophies. Mr. Massier requested clarification regarding the provision of GIS services to agencies outside the

WinGIS consortium. Mr. Connell clarified that a policy has been approved that limits services to outside agencies to no more than 20 hours and that those hours are charged.

New Business

- **FY 05 Budget** – Mr. Connell submitted the 15-month budget for review and layover for adoption at the June meeting of the Policy Committee. Mr. Leslie requested clarification regarding the absence for funding for orthophotography. Mr. Connell stated that two budgets were submitted to the Technical Committee, one with funding for orthophotography and one without funding. The budget approved by the Technical Committee and forwarded to the Policy Committee was the budget without funding for orthophotography in keeping with the philosophy that reflights should occur every five years. Funding for orthophotography will be included in the FY06 budget. Mr. Forsman requested a comparison of requested funds for the FY05 budget on a quarterly basis and the requested funds for the previous five quarters for each WinGIS agency.
- **Communications Coordinator** – Mr. Connell stated that the position was posted and the posting expired on May 19, 2004. At this time, none of the applications have been reviewed pending Chairman Christiansen's recommendation on the Interim Director. Mr. Lindberg asked if we anticipate having someone in place by the next Policy Committee meeting. Mr. Connell stated that the position should be filled by that time. Mr. Leslie requested clarification regarding the previous decision to hire a temp. Mr. Connell stated that in contrast to the decision at the April Policy Committee planning meeting, it was decided that the Communications Coordinator position was critical to the day-to-day operations of WinGIS and should be filled as soon as possible. Mr. Connell clarified that Winnebago County Human Resources would be used in the hiring of the Communications Coordinator; however, when hiring the Director position, the Technical Committee would be actively involved in the selection process and would see all submitted applications, which was not the case in the past. Mr. Forsman added that the Policy Committee would approve the hiring of the new Director.

Public Participation

No public participation was requested.

Other Business

Mr. Brooks requested a date change for the next meeting from July 29th. Mr. Leslie added that the Policy Committee meetings coincide with RATS meetings. Mr. Connell clarified the Technical and Policy committee meeting schedules. Chairman Christiansen requested that the current schedule be maintained.

The meeting adjourned at 1:08 PM.

Next Meeting Date: Thursday, July 29, 2004, 1:30 p.m.; **Location** – City of Rockford

Respectfully submitted,

Christopher S. McGarry