



# GIS Policy Committee

**MINUTES – Approved as Distributed July 16, 2021**

**DATE:** Friday, April 16, 2021  
**TIME:** 11:00 am  
**PLACE:** Via Zoom and in the  
 Brookens Administrative Center  
 1776 E. Washington St.  
 Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson via Zoom	
Urbana	Sanford Hess via Zoom	
Rantoul	Jake McCoy via Zoom	
Champaign County	M.C. Neal @ Brookens & via Zoom	
UIUC	Chad Kupferschmid via Zoom	
Mahomet		Kelly Pfeifer
Savoy	Christopher Walton via Zoom	

**Others:** None

**CCGIS Staff:** Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary) both at Brookens and via Zoom

**MINUTES**

**I. Call to Order**

Mr. Neal called the meeting to order at 11:02 a.m.

**II. Roll Call**

A verbal roll call was taken, and a quorum was declared present.

**III. Approval of Agenda**

**MOTION** by Mr. Toalson to approve the agenda as distributed; second by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

**IV. Approval of Minutes**

A. *March 5, 2021 Meeting*

**MOTION** by Mr. Toalson to approve the March 5, 2021 minutes as distributed; second by Mr. Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.

**V. Financial Statements**

A. *FY2020 – 1/1/2020 through 12/31/2020 (not final)*

B. *FY2020 – 1/1/2021 through 3/31/2021*

**MOTION** by Mr. Hess to put the financial statements on record; second by Mr. McCoy.

Ms. Brehob-Riley briefly reviewed the financial statements. The FY2020 financials are nearly final. Total fund revenue is ahead of expenditures. The financials released later this month will reflect the actual numbers. For this fiscal year there are approximately \$3500 in map and data sales and \$5,000 - \$6,000 in services not included in the March statements. Mr. Hess questioned the \$9,000 Unrealized Balance for Capital on the FY2020 statement. The money was earmarked for a server that was not purchased. Mr. Toalson asked about the Unrealized Balance for the City of Champaign. The balance is a result of an item that was over-budgeted.

Upon vote, the **MOTION CARRIED** unanimously.

Mr. Walton joined the meeting at 11:10 a.m.

**VI. Business Items**

A. *Discussion on the Development of a CCGISC Promotion Ladder*

Ms. Brehob-Riley opened discussion on the possibility of developing a promotion ladder for the CCGISC staff. Currently, she is just looking for some general direction.

She thinks it's important that employees be provided with at least the opportunity to aspire to another level. Development of a promotion ladder would be a win-win situation. It would encourage underperforming employees to move on and reward those who consistently perform well and have positive annual reviews. It provides the employee with an upward path in position and pay.

She is suggesting a pathway within each position type, such as Programmer 1, 2 and 3. The levels would be built into the existing County paygrade. The idea is to develop criteria that would need to be met in a certain timeframe and if the criteria are met, the employee would be moved to the next position.

The County Executive is open to exploring something like this. If the Committee is agreeable, Ms. Brehob-Riley would like feedback that can be used to develop policy for review at a future meeting. Mr. Neal opened the discussion saying he sees the biggest problem as being funding. He also asked if employees were at the upper end of the pay grade. Ms. Brehob-Riley thinks this can work within the budget and the existing pay grades. She stated that most employees were not yet to the mid-point.

Mr. Walton asked if raises given were indexed to the CPI or Cost of Living. CCGISC staff typically receives the County Board recommended raise. He suggested if you give merit increases to tell what index it's tied to and said that having a policy is a smart idea. Mr. Toalson asked if there were any pay to performance increases now? No, the County has a seven (7) year compa-ratio goal however, it has not been funded in years.

Ms. Brehob-Riley believes the development of a Promotion Ladder would be beneficial but understands it will take some work. She pointed out that RPC is part of the County and they utilize Promotion Ladders. Discussion continued as to the extra duties from a 1 to a 2 to a 3 and the hurdles that would need to be met to advance.

Mr. Hess said he feels there is support for this and suggested that Ms. Brehob-Riley document the job descriptions and come up with a matrix to show the difference between a level 1, 2 and 3. In addition, he suggested the development of a Budgetary Impact statement. Ms. Brehob-Riley mentioned that while CCGISC is a joint venture, the County need to be on board. There was group consensus of general support for this project, but more details are needed. She will begin to discuss the option in more detail with County and report back her findings.

B. *GIS Director's Report*

1. **Work Plan Status Report**

The work plan status report has been provided and any changes are in bold.

2. **Redistricting**

CCGIS continues to work with the County Executive on Redistricting. The County is no longer moving ahead with the purchase of the ESRI Redistricting Solution. The County will utilize the ArcMap Districting for ArcGIS Extension supplemented by the 2020 ESRI Demographics data. CCGISC created a web app to review the plans being used to encourage public participation – <https://maps.ccgisc.org/Redistrict/plans>

3. **Upgrades**

SQL Server needs to be migrated from 14 to 19. The plan is for the migration to occur on May 1. If all goes well, there should be very little interruption in service – the new VM will be named the same and assigned the same IP address.

4. **Sanitary Sewer/Innovyze Project**

There has been progress on the development of the comprehensive collection system model. Virtual training is planned for the July/August timeframe.

5. **Failover and Cloud Storage**

We plan to push our SQL back-ups and possibly ESRI Server and Portal backups to OneDrive. Testing has begun. This is just one small step in implementing some safeguards. Ultimately, we would like to implement a failover system either via replication or Microsoft Azure. County IT is working on the best way to proceed forward. If we go with replication, that will require the County to invest in some required infrastructure and investigate possible data center options.

6. **Other**

Contour/Building Footprint project is on the upcoming County Board Consent Agenda. The contract should be signed next week and provided to ASI. We hope to get the product by the end of June.

Mr. Neal asked about the redistricting software. The public can create maps via a freeware web application called Dave's Redistricting. Internally, the staff is using the ArcMap Districting for ArcGIS Extension and external spreadsheets to analyze the data. Map options must be to County Board by May 19.

Mr. Hess thanked Ms. Brehob-Riley and her team for all the work they do. He said they have been successful in using the app that was developed for their streetlight project.

VII. **Adjournment**

Seeing there was no other business, Mr. Neal adjourned the meeting at 11:56a.m.