

BUILDING & GROUNDS COMMITTEE MEETING  
MINUTES  
March 25, 2019

**Members Present:** Pam Deppe, Brad Miller, Jason Ratts, Vera Small, Jeff Thomas

**Members Absent:**

**Others Present:** Stephanie Butcher, Byron Deaner, Wayne Rovey (via phone), Denise McCrady (Secretary)

Chair Ratts called the meeting to order at 5:00 p.m.

A motion to approve the minutes from February 25, 2019 was made Deppe and seconded by Small. Motion carried (5-0).

Byron Deaner, Interim Facilities Manager, presented to the Committee his monthly Building Highlight Report.

Wayne Rovey, Information Systems, addressed the Committee requesting approval of a Resolution and Purchase Order ISD 2019-017 for the Windstream telecommunications contract renewal for 24 months at a cost of \$53,000, approval of a Purchase Order ISD 2019-18 for AT&T telecommunications contract for long distance for 24 months at a cost of \$14,600, approval of a Resolution and Purchase Order ISD 2019-020 for the AT&T contract to upgrade the voice mail system at a cost of \$80,000, approve a promotion/salary adjustment for Chase Short from Operations Tech Lead Worker to PC Network Support with an increase in annual salary from \$43,504.89 to \$45,680.13 effective April 9, 2019, and to approve a travel request for Alisa Smock to attend the Illinois Association of Court Clerks Fall Conference held in Alton, IL on September 15-18. A motion to consolidate all items was made by Small and seconded by Thomas. Motion carried (5-0). A motion to approve all requests was made by Thomas and seconded by Miller. Motion carried (5-0).

Rovey reported to the Committee on the emergency purchase order (ISD 2019-21) for Converge One/Duo for a two factor authentication software at a cost of 9,720. A motion to approve the procurement/grant notifications report was made by Miller and seconded by Thomas. Motion carried (5-0)

There was no public comment.

A motion to adjourn was made by Miller and seconded by Small. Motion carried (5-0). Meeting adjourned.