Area-wide Records Management System

ARMS Policy Board Meeting Minutes

DATE: March 29, 2018
                       3:30 PM

PLACE: City of Urbana – 2nd Floor Conference Room
                       400 South Vine Street, Urbana, IL

MEMBERS PRESENT: Chief Matt Myrick, UIPD
                       Chief Anthony Cobb, CPD
                       Chief Sylvia Morgan, UPD
                       Sheriff Dan Walsh, CCSO

MEMBERS ABSENT: Chief Tony Brown, RPD

STAFF PRESENT: Deputy Chief Joe Gallo, CPD
                       Sanford Hess, Urbana IT
                       Chief Deputy Allen Jones, CCSO
                       Deputy Chief Bryant Seraphin, UPD
                       Lieutenant Tony Shaw, CCSO
                       Dave Wakefield, Urbana IT

OTHERS PRESENT: Jeff Wooten, METCAD

1. **Call to Order -** The meeting was called to order at 3:34 pm by Chair Walsh.

2. **Additions to the Agenda**
   - None.

3. **Approval of Minutes**
   - Motion to approve the agenda by Chief Morgan, seconded by Chief Myrick.
   - The minutes passed unanimously.

4. **Public Input -** There was none.

5. **Staff Report**

   - eCitations – update
     - Sanford summarized recent testing by Lt. Shaw, which resulted in a list of issues with Quicket that were categorized as bugs, annoying, requests, and questions.

- o Sanford asked for guidance from the Policy Board on whether to invest more work effort in Quicket.
  - o Sheriff Walsh asked if stopping work would violate the agreement.
  - o Sanford said that he will present the results to Katie Blakeman and discuss how to proceed.

- Development update
  - o Dave described how that a package of small changes to Case Management will be added to ARMS the first week of March.

- RMS Procurement
  - o Sanford proposed that the conversation be postponed to New Business.

6. **Reports of committees and officers.**

- There were none.

7. **Unfinished business.**

- ARMS 2019 Budget
  - o Sanford asked for guidance on objections to the budget.
  - o Sanford presented a summary of the budget changes:
    - ▪ The ratio of badge counts was changed to include Rantoul and CCSO.
    - ▪ Additional money for the new programmer.
  - o The group discussed how successful the new programmer could be at maintaining and improving ARMS.
  - o The Budget was tabled pending New Business.

8. **New Business**

- NIBRS Reporting and Grant
  - o Chief Jones described the grant application completed by the CCSO, which could be used to offset personnel costs for NIBRS programming.
  - o December 31, 2021 is the deadline to move to NIBRS – no matter what.
  - o Chief Morgan made a motion to direct the use of ARMS Staff to support the CCSO grant application, seconded by Chief Cobb. Passed unanimously.

- RMS Replacement
  - o Discussing the deadline for NIBRS led the group to discuss RMS replacement.
  - o Sanford presented a schedule to start RMS replacement in July 2019. This would allow an upgrade by 2021. The RFP needs to be written by January.
  - o Sanford suggested spending $7,500 for Illinois Business Consulting to prepare requirements from ARMS Users.

- FY 2019 Budget

- o The group discussed assumptions about the budget, and about scenarios to reduce personnel costs in the 3rd and 4th quarters.
- o Chief Myrick made a motion to postpone the budget to a special meeting. Seconded by Chief Morgan. Passed unanimously.
- o The group scheduled a special meeting for April 11 at 8:00 AM.

9. Adjournment.
- The meeting adjourned at 4:54 PM.
  - o Having reached the end of the agenda, Chair Walsh adjourned the meeting.