

Note: These minutes are not official until approved by the Ad Hoc Website Review Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

**Ad Hoc Website Review Committee Minutes
September 28, 2017**

The Ad Hoc Website Review Committee of the DeKalb County Board met on Thursday, September 28, 2017 at 7 p.m. in the Legislative Center's Freedom Room in Sycamore, Illinois. Chairman Pietrowski called the meeting to order. The roll reflected that the Members present were Ms. Askins, Mr. Bagby, Mrs. Emmer, Mr. Whelan, Ms. Willis, and Chairman Pietrowski. Mr. Faivre and Mr. Osland were absent. A quorum was established.

Others present were Joan Hanson and Lisa Sanderson.

APPROVAL OF THE MINUTES

It was moved by Mr. Whelan, seconded by Mrs. Emmer and it was carried unanimously to approve the minutes from the August 24, 2017 meeting.

APPROVAL OF THE AGENDA

Ms. Askins moved to approve the agenda as presented and Mr. Whelan seconded the motion. The motion was carried unanimously by voice vote.

PUBLIC COMMENTS

There were no public comments made.

REVIEW AND DISCUSSION OF COUNTY'S WEBSITE

Chairman Pietrowski mentioned that interviews are current in process for the new Information Management Office Director and he wanted to make sure each of the interviewees were aware of the Committee's intent and how they would like to see the content management of the County's website remain with internal control.

The Chair additionally reviewed for those who were not present last meeting what the Committee did and how at the end of the discussions it was determined that the Committee would like to proceed forward and work with a local company, if possible, to do a re-design of the DeKalb County Government's Website. No price ranges have been discussed at this point but it was identified that the funds for this project would be allocated from the County's Opportunity Fund.

He announced that at this meeting he wanted to make sure he gets everyone's final thoughts and "wish list" of what they would like to see or what is necessary to provide the best and most accessible website for the public.

They Committee Members went around the table and reviewed some of the ideas that they have seen on other websites and changes that they feel would really enhanced the County's current site. Mobile responsiveness was a very high priority item that was desired as well as being ADA accessible and compliant. Simplifying the home page was suggested as well as having the entire

website more of a high picture, low text format. The Committee still wanted to see the website have a uniform feel to it but with some added new features such as a calendar, drop down bars, and some possible widgets. Have a site that is very user-friendly and has fast page loading times was also identified as crucial elements.

DeKalb County's Website Content Manager Lisa Sanderson shared that she recently attended The Notational Association of Web Professionals Conference and sat in on a course called Website Re-design Done Right the First Time. Ms. Sanderson shared some of her notes with the Committee from the course on some reasons why a re-design is needed as well as the critical phases to institute in order to get the re-design done right the very first time.

It was also discussed that a large new Content Management System didn't seem quite necessary because the content of the County's website is fairly centrally controlled and that type of system works. The type of system that is utilized though would be determined on what program or system the awarded designer uses, Ms. Sanderson explained.

After further discussions, Chairman Pietrowski noted that what he would like to do is get a consensus from the Committee to allow him and County Administration develop a Request for Proposal (RFP) based on the feedback given from the Committee and have that RFP ready to be presented to the Executive Committee in October. Then, if and when a consensus is given by the County Board, he would like to put the RFP out and have a resolution ready for final approval for an award at the December 20th County Board Meeting. The Committee provided a full consensus that what Chairman Pietrowski laid out was agreeable to them and to proceed forward immediately with the RFP draft.

NEXT MEETING DATE

The Committee did not set a date to meet next and noted a date would be determined later on.

ADJOURNMENT

It was moved by Ms. Askins, seconded by Mr. Whelan and it was carried unanimously to adjourn the meeting.

Respectfully submitted,


Chairman Mark Pietrowski


Tasha Sims, Recording Secretary

Note: These minutes are not official until approved by the Ad Hoc Website Review Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.