



BOARD ACTION REQUEST FORM

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SECTION 1: PURPOSE

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

SECTION 2: OVERVIEW

Subject: Case Management Software Requested by: Charley Boonstra

To Committee(s): Public Safety, Finance & Executive Meeting Date(s) October 12 & 13

Action Requested (Select One): ☒ Motion ☐ Resolution ☐ Ordinance ☐ Contract Approval

Executive Session ☐ YES ☒ NO 5 ILCS 120/2(c) Exception: _____

Requestor's Recommended Action:

Approval and funding to move forward with new case management software

SECTION 3: PROPOSAL

Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed. Our current case management software is going to lose support in September of 2023. We are looking to replace with Karpel for Prosecutor's.

SECTION 4: FINANCIAL IMPACT

Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.

Budgetary Status (check all that apply):

Cost of Proposed Action: \$99,900

- ☐ This action has no budgetary implications.
- ☐ Funds are available in this FY budget. Line-item Description/Number _____
- ☒ Funds are not budgeted in this FY. Proposed funding source: Capital
- ☐ If approved, funds will be requested for this action in next year's budget.
- ☐ This action will bring in additional revenue of \$ _____ Line-item _____
- ☐ This action will reduce expenditures and/or be budget neutral.