I. INTRODUCTION

Since the last report of July 2019, the Cook County Clerk’s Office (“Clerk’s Office”) and the Cook County Recorder’s Office (“ROD”) has continued to collaborate on the goals and objectives of the Consolidation efforts. To that end, each of the Working Groups have met and reported on their respective assessments of consolidation issues. The Working Groups are preparing written recommendations for consolidation implementation and anticipate presenting such recommendations to the Joint Committee in December 2019.

II. WORKING GROUPS

Four categories of Working Groups have been created: 1) Information Technology; 2) Human Resources; 3) Finance/Procurement; and 4) Administration/Operations. Each of the Working Groups have met and reported on the following subject matters.

Information Technology

- The Working Group discussed budgetary concerns regarding funding for upgrading hardware and software to meet the combined needs of the two offices, upgrading and integrating the two websites, and expanding cyber security. The Group discussed how a lack of funding will impact the IT consolidation effort and possible alternatives should funding not be provided.
• The Group discussed concerns regarding cyber security and expanding the Clerk’s current cyber security practices to the ROD’s functions. The group would like to explore how feasible it would be to share a common Active Directory. The Working Group must explore the feasibility of such goal and this matter remains under investigation.

• The Group considered the feasibility and practicality of implementing a combined cashiering and document management system for the ROD’s Office functions. Currently, the two systems employed by the agencies are not compatible and operate on two different platforms. The IT departments will explore what options are available and most cost effective.

• The Group proposes a fully implemented and integrated website for both clerk and recorder services which is user friendly. The Group also discussed the pros and cons of continuing to operate two separate websites which also have two different platforms and vendors. The Clerk’s Office website will contain a link to the Recorder’s Office’s website. This option was the least preferred due to the collective desire to insure proper branding of the consolidated Clerk’s office. Additionally, funding for an integrated website would need to be included in future budgets.

Human Resources

• The applicable collective bargaining agreements were reviewed and discussed.

• Clerk’s Office is about 40% complete in creating and/or updating job descriptions for all current Clerk Office positions.

• Clerk’s Office’s draft Policy Manual is complete and has been shared with SEIU for any recommendations.
Finance and Procurement
- The Working Group has met multiple times and discussed future plans for accounting and procurement. The Group attempted to identify areas of consolidation between the departments and economies of scale.
- The Group is reviewing the organizational structure and functions of the various units.
- Cross training was also discussed and is under consideration.
- The Group discussed the feasibility of using the current Clerk's Accounting and General Ledger platform for the ROD's General Ledger needs. The ROD's current accounting system is antiquated and unsupported by its vendor. Funding will be required to implement the platform in the ROD as it is greatly needed.

Administration/Operations
- The Working Group discussed a proposal by the Bureau of Asset Management and the allocation of space.
- The Group is in the process of reviewing the current operations of the Clerk's office and determining how ROD workflows may be integrated.
- The Group discussed document management and digitization of records and the impact of vital records converting to a new document system.

III. MATTERS INVOLVING LEGAL REVIEW
Ancel Glink has reviewed all ROD contracts to determine what impact, if any, the consolidation has with the respective contractors.

IV. JOINT COMMISSION AREAS OF DETERMINATION
- Implement memoranda of understandings (MOUs) between the Clerk's Office and ROD to fully vet ideas and concerns particularly in the areas of legal, procurement, and information technology.
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- No consolidation of digitization between RODs' digitization project and Clerk's real estate documents as the Clerk's processes allow for immediate scanning of documents upon receipt.
- Prioritize cybersecurity when consolidating IT.
- Consider areas of early consolidation.

V. NEXT STEPS and TIMELINE

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<thead>
<tr>
<th>Time Frame</th>
<th>Target Benchmarks</th>
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<tbody>
<tr>
<td>2019 Q4 10/1/19 -12/31/19</td>
<td>Implementation of MOUs. Obtain final recommendations for consolidation from Working Groups. Initiate conversations with SEIU Local 73 for consolidation issues. Determine areas for possible early consolidation.</td>
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<tr>
<td>2020 Q1 1/1/20-3/31/20</td>
<td>Develop consolidated budget between offices. Finalize draft of Consolidation Recommended Implementation Plan.</td>
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<tr>
<td>2020 Q3 7/1/20-9/30/20</td>
<td>Issue final Consolidated Implementation Plan. Initiate areas of early consolidation.</td>
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<tr>
<td>2020 Q4 10/1/20-12/7/20</td>
<td>Continue initiation of Consolidation with full implementation by 12/7/20.</td>
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