

Technology Committee Minutes  
January 8, 2013 – 3:30 p.m.

Present: Chairman Veitch; Supervisors Raymond, Barrett, Southworth, Collyer, and Grattidge; Ryan Moore, Mgmt. Analyst; Jack Kalinkewicz, Personnel; Michael Hayes, MM Hayes.

Chairman Veitch called the meeting to order and welcomed all in attendance.

**On a motion made by Mrs. Southworth, seconded by Ms. Raymond the minutes of the December 6, 2012 meeting were approved unanimously.**

Mr. Veitch announced the appointment of Supervisor Southworth as Committee Vice Chairman.

Mr. Veitch said a subcommittee was appointed last year consisting of Mr. Grattidge, Mr. Johnson, Mr. Kalinkewicz, Mr. Martin and Mr. Veitch to look at the vendors who responded to the RFP. He said the RFP was worded in such a way that allowed us a lot of leeway in choosing the vendor. The subcommittee met several times and had a lengthy meeting with all of the low bidders that provided the best solutions and fully vetted them to find the best vendor for the county.

Mr. Veitch proposed MM Hayes, the vendor for KRONOS, as the time and attendance vendor for the County. He said KRONOS is the current system used for the time and attendance at Maplewood Manor. Mr. Veitch said Maplewood Manor would not be included in the new system because they already have a system. He said there is \$100,000 budgeted this year through the Data Users line. The first year costs will be \$96,740, and drops down to \$87,240 for years 2 and 3. Year 4 and beyond costs will be \$33,600. He said the time clocks will be owned by the county at the end of year three. A copy of the contract was distributed to the committee members for their review.

Mr. Veitch said the time and attendance system will be countywide and will include a biometrics finger scanning to ID people. Training for county personnel is included in the costs for the first year and implementation time will be 60 to 90 days.

Ms. Raymond asked if portable clocks for those people who are on the road was included in the contract. Mr. Hayes said there are a number of ways that you can handle people that are mobile. He said it can be done on a telephone and it will take the time off of the county server, so there is no way that you can fake out the system. There is another way where if they have a laptop they could log into the laptop with a password and the laptop would capture the same time off of the County KRONOS server.

Ms. Raymond asked if there would be training sessions for employees. Mr. Hayes said, yes, training is a part of the implementation as well as the configuration.

Mr. Veitch said he would like to do the five year contract because of the pricing advantages.

Ms. Raymond asked if there was research done with other entities that have used the system. Mr. Veitch said the town of Wilton uses the KRONOS system for the town and discussions took place with them to see how they liked the system.

**A motion was made by Ms. Raymond, seconded by Mr. Hellwig to approve a five year contract with MM Hayes for the KRONOS Time and Attendance System. Unanimous.**

Mr. Veitch said work continues on an RFP for the County Website through a subcommittee consisting of Mr. O'Connor, Mr. Kemper and Mr. Veitch. He said bids were received approximately a month ago. He said some of the bids are coming in higher than expected; however, meetings have been set up with four of the responders.

Mr. Veitch outlined the 2013 goals for the Technology Committee to include continuing work on the county IT Security Policy, and to work on a paperless process for the county.

Mr. Kingsbury said Data Processing is working with DPW to automate maintenance request forms. He said the software is available for Personnel to begin automating electronic forms rather than paper, as well.

**On a motion made by Mr. Kingsbury, seconded by Mrs. Southworth the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom