

Technology Committee Minutes

June 22, 2011 – 4:00 p.m.

Present: Chairman Veitch; Supervisors Raymond, Southworth, and Wood; Ryan Moore, Mgmt. Analyst; J. Kalinkewicz, Marcy McNamara, Personnel; Brian O’Conor, Auditor; Sam Pitcherale, D’Arcy Plummer, Treasurer; Paul Lent, Emergency Services; Pam Hargrave, Clerk to the Board; Press.

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

On a motion made by Ms. Raymond, seconded by Mr. Kingsbury the minutes of the May 18, 2011 meeting were approved unanimously.

Mr. Veitch said at the last meeting it was brought up that we should begin to ask Department Heads for their wish list on what they would like to have in their departments technology wise.

Ms. Hargrave said she has been working with Mr. Veitch on the concept of an on line agenda system, called Novis Agenda. Currently when departments have items for the agendas they either fax, email or call them in to either the Clerk of the Board or the Administrator. They also have to provide copies of any backup that they need to the Clerk of the Board, Administrator and County Attorney for the drafting of resolutions. The Novis Agenda would allow all Department Heads to sign on with a password and put the idea down in writing, upload it and revise it until they are ready to send it. Once they send it there is an administrator where it is reviewed with the chairman of the committee and then sent on to be approved. Ms. Hargrave said the County Public Works Department, County Buildings and Grounds and the City of Saratoga Springs currently use this system. There have been some issues with agendas not being submitted on time, and this would put the responsibility back on the department to get into the on line agenda system.

Ms. Hargrave said they are also looking for wireless internet for the Board Room and possibly having each Supervisor have a laptop or a tablet available to them, which would not leave the Board Room, with the goal of ultimately going paperless. All of the resolutions would be able to be viewed on the laptop or the tablet.

Mr. Veitch said the on line agenda system would be why you would need the computers in the Board Room. If you are doing everything on line and not using paper anymore, each agenda item would be a link. For committee meetings, Board meetings and Agenda meetings, everything would be done on line. If any department head has anything to bring forward there would be an internal that would work through the submission of the item as well as the approval of the item by the Board Clerk. In addition, the system would be integrated with the county website, so instead of having issues with getting the

agendas posted to the public as well as minutes, this system would integrate directly with the website. As soon as an agenda is approved it would automatically be updated to the website so the public could view it.

Ms. Raymond said not every committee agenda is done the same way. If we are going to look at something like this we are going to have to come up with a standardized way that everything is done. Ms. Raymond said she didn't care for the fact that the computers would not be able to be removed from the Board Room. She said the other issue is that not all of us are on line, and we don't have the right legally or morally to force an elected official to become computer literate just because we don't want paper.

Ms. Raymond said at some point the committee will need to decide in more detail what they would like to send to the Capital Planning Committee for both 2011 and 2012. Mr. Veitch said, this is definitely a multi-year process, and not something that can be accomplished in one year.

Mrs. Southworth said that the Supervisors need devices that they can multi function on. If we could use the equipment for more than on thing it would be more of a cost benefit.

Mr. Kemper said the conversion to the new email system began on June 1st and was completed in a couple of days. Currently, there are 386 people on the business class email, with 60 on exchange, and 15 people actively syncing between the exchange and their blackberry, the majority of those are in the District Attorney's office.

Mr. Moore said ICOM has been very helpful in helping to troubleshoot problems and building the system out to make it better for our needs. A concern that some of the departments had was shared calendars. ICOM has figured out a way to build that into the email box application

Mr. Lent said Emergency Services is about to cut over to the new radio system. With that comes the requirement that we maintain that system. ICOM has been very helpful talking through the potential outline of a development for an online reporting system. A quote was given of \$2,608 to do the design and technical work that would be needed to make the system operational. Mr. Lent said between the Sheriff's Department handling calls and Emergency Services going through the reports and logging in, there is probably \$200/\$300/mo. in staff time, depending on the number of calls.

Mr. Kingsbury said the PC Inventory audit should be complete in the next few months.

Ms. Raymond asked if the State purchased computers were included in the inventory of all computers? Mr. Kingsbury said they have made a distinction between State owned equipment and County owned equipment.

Ms. Raymond asked how we know what Statewide equipment we have? Mr. Kingsbury said Social Services keeps a separate inventory list.

Mr. Veitch said he and Ms. Daly have had a couple of meetings with two potential vendors for the time and attendance system. He suggested setting up a subcommittee to look into this in more detail to find out what the county needs, as well as establishing an RFP bidding process. Mr. Veitch appointed Ms. Daly, Mr. Veitch, Mr. Kalinkewicz, Mr. Pitcherale, and Mr. Hellwig to the subcommittee.

Mr. Veitch said he would email all subcommittee members with some ideas and times that they could meet before meeting with vendors to receive a direction on what to do and where to go.

Ms. Raymond suggested contacting NYSAC for some RFP's and bid documents from other places.

Mr. Veitch said the Ballston Spa School District is looking to possibly do a potential partnership with the county regarding technology or possibly being a backup or storage point. Mr. Veitch said he would be scheduling a meeting with the School District to find out more specifically what their ideas are. If they have merit he will bring them back to the committee to discuss further.

Mr. Kingsbury said the latest version of New World Software is now available. As the software is generated it will have the ability to email deposit stubs to employees. Mr. Kemper suggested beginning the process with those employees who receive a direct deposit.

Mr. Kingsbury said Mr. Lawler had some questions with regard to T1 connections. He gave the following speed comparisons: T1 is 1.544 megabits per second. The county uses Time Warner business class connections. There are five levels and the county uses three of them. There are eight departments on level one and six on level five. The download speed is three times faster than a T1 and the upload speed is less. Mr. Kingsbury said the county does use a VPN (Virtual Private Network). Mr. Kingsbury said all county buildings would need to be evaluated for connectivity, and he knows of a vendor that would be willing to do an evaluation at no cost.

On a motion made by Ms. Raymond, seconded by Mrs. Southworth the meeting was adjourned.

Respectfully submitted,
Chris Sansom