

Technology Committee Minutes
February 9, 2012 – 3:30 p.m.

Present: Chairman Veitch; Supervisors Raymond, Daly, Southworth, and Wood; Jason Kemper, Planning; Paul Lent, Emergency Services; Bob Kingsbury, Data Processing; Brian O’Conor, Auditor; George Martin, Treasurer; John Adams, Probation; Pam Hargrave, Clerk of the Board; Ryan Moore, Mgmt. Analyst; League of Women Voters; Jeff Chouinard, Rockit Science; Press.

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

On a motion made by Ms. Raymond, seconded by Mr. O’Conor the minutes of the December 21, 2011 meeting were approved unanimously.

Chairman Veitch announced the appointment of Ms. Daly as Committee Vice Chairman.

Mr. Veitch said at the December Committee meeting Data Processing Director, Bob Kingsbury, indicated that there might be an opportunity to gain some revenue by Cable Mining. This is where you take wiring that has been put into a building and is no longer being used because of upgrades and sell it for scrap. Mr. Veitch said he attended the Buildings and Grounds committee meeting in January to alert them to that. Mr. Ritchey has authorized that project to move forward, and has received a price for the scrap at \$1.40 per pound.

Ms. Raymond asked who would be removing the cable. Mr. Veitch said Buildings and Grounds personnel. Ms. Daly asked what the time frame was to do this work. Mr. Veitch said the project would be completed by the end of the year.

Mr. Veitch said he met with ADP along with Rockit Science, who agreed to do an analysis of the county’s time clock system at no cost to the county to determine what we are currently doing and to see if they can find any anticipated savings for the county moving forward.

Mr. Veitch said he received an email from Mr. Rowland stating that there is software in the personnel department to program the magnetic strip that is on the back of all the county ID badges. Mr. Veitch said we have the system to program the magnetic strips so a swipe card system is the best way to go because it won’t require buying any extra equipment.

Mr. Veitch said last year an inventory of all the computer equipment in the county was done and put into a database. Mr. Kingsbury said there were a total of 774 PC’s. Mr. Veitch said there is no program in place for replacing computers, so he has been working with Mr. Kingsbury to identify the PC’s that are most worthy for replacement. The process that was followed was to take the ones that had the lowest processing power and least memory. The list consisted of 35 PC’s, with most of them in the Department Mental Health and Probation.

Mr. Veitch said Mr. Kingsbury has reviewed the State contract for computers and found that the computers are cheaper than last year. Mr. Kingsbury said the quote for a Desktop PC is \$402.01 without a monitor. Last years monitor price was \$142. Mr. Kingsbury said the monitors would be an additional \$110, but he didn't anticipate replacing monitors at this time. There are eighteen laptops in the Probation Department and the current price for laptops is approximately \$561, down from last year's price of approximately \$640. The computers will be paid for out of the Data Users account. Mr. Veitch said the cost for replacing 35 computers will be approximately \$20,000. He requested a resolution authorizing the purchase of 35 computers at a cost not to exceed \$20,000.

Ms. Raymond said she would like to see monitors purchased for those computers that get the most amount of use. Mr. Veitch said the resolution would be for up to \$20,000, but the cost will be approximately \$3,000 - \$4,000 less than that, so that extra money could be used to purchase monitors.

A motion was made by Ms. Raymond, seconded by Ms. Daly to authorize the replacement of 35 computers at a cost not to exceed \$20,000, and where appropriate replace monitors. Unanimous.

Mr. Lent said Emergency Services has maintained records relative to the maintenance of the radio system for Fire, EMS and Police Agencies who participate under contract. With the new radio system there are 2,100 radios that are being tracked totally on warrantee issues with Motorola for approximately eighteen months. Mr. Lent said after speaking with Mr. Lavine, from ICOM Tech Services, an offer was made to put together a package that Emergency Services could use as an IP based system through a portal on the webpage. There would be a one time charge of approximately \$2,600. Mr. Lent said there are still funds in the capital budget for the radio system for administrative purposes that would cover this expense. There would be no recurring or hosting fees.

A motion was made by Mrs. Southworth, seconded by Ms. Raymond to enter into a minor contract with ICOM Tech Services to develop a web-based radio service management system for the Office of Emergency Services for a total of approximately \$2,600. Unanimous.

Mr. Ciulla said the Public Defenders office has received a grant in the amount of \$31,007 to enhance the Public Defender's office. The grant came after the county had already decided to convert part time Attorney's in the office to full time. Mr. Ciulla said the money would be used for the purchase of eight new PC's, a server, scanner, and network laser printer for a total cost of \$18,466.20. Also built into the \$31,000 is the cost of doing some renovations in the Public Defender's Office, and Pubic Works personnel will be doing to work on overtime in the evening beginning February 21st, he said.

A motion was made by Ms. Raymond, seconded by Mr. Kingsbury to approve the purchase of new hardware and software for the Public Defender's office at a cost of \$18,466.20. Unanimous.

Ms. Daly expressed her opposition in using county personnel on overtime pay.

Ms. Raymond asked what the cost of building the walls in the Public Defender's office would cost? Mr. Ciulla said \$6,730. Ms. Raymond said a second quote from an outside vendor should be received before deciding to do it in-house.

Mr. Adams said the Probation Department has a new case management system that was purchased in 2010. The 2009 Microsoft server does not offer case backup and it is essential to have it backed up as it includes all contacts, documents and eventually the financial restitution collection systems. Mr. Adams said he has in his budget \$1,500 to purchase 2 or three PC's. When this was scheduled he didn't realize that PC's were going to be purchased for the department, and he asked that his request be withdrawn. He said he would work through the Administrators office to have a line transfer from the PC line over to purchase the backup software. Mr. Adams thanked the Technology Committee for the purchase of new computers for the Probation Department.

Ms. Hargrave said what is currently being done with agendas, is if a department has an item they email with backup to the Clerk of the Board. If a resolution is needed it is also forwarded to the County Administrator and County Attorney. She said she has learned through General Code and Board Docks, that if their system was used, department heads would sign into the system, entering and uploading their item, that would then generate an email by general code to the Clerk of the Board, and anyone else who would have the authority to approve or reject the item. If the item were approved it would then be put onto the Agenda. Once the Agenda is approved the public could view it.

Mr. Veitch said one of the items that the State passed this year was when you have an Agenda item, the documentation behind it needs to be available to the public ahead of time, as early as possible.

Mr. Chouinard from Rockit Science solutions said in the next few weeks they would be prepared to give a presentation to the committee with regard to County Technology, which will include information on whether to do things in house or with outside vendors.

Mr. Veitch highlighted the following goals for 2012:

- PC Replacement
- Automated Time and Attendance
- County website redesign
- Employee portal on the website
- Connectivity

On a motion made by Mr. Kemper, seconded by Ms. Raymond the meeting was adjourned.

Respectfully submitted,
Chris Sansom

