

Technology Committee Minutes  
May 3, 2012 – 4:00 p.m.

Present: Chairman Veitch; Supervisors Raymond, Southworth, and Wood; Spencer Hellwig, Administrator; Jason Kemper, Planning; Robert Kingsbury, Data Processing; Brian O’Conor, Auditor; George Martin, Treasurer; Wes Carr, Youth Bureau; Ryan Moore, Mgmt. Analyst; League of Women Voters.

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

**On a motion made by Mrs. Southworth, seconded by Mr. Kingsbury the minutes of the April 5, 2012 meeting were approved unanimously.**

Mr. Veitch said the website subcommittee met and used one of the donated computers in the Board Room to look at the website and pages that are on it to begin to develop what they would like to see on it, including social media and mobile devices. He said the current contract is five years old and the website is out of date. Mr. Veitch said he would keep the committee informed as they move forward.

Mr. Veitch said after speaking with Mr. Ritchey, he was informed that there are only two electricians that can do cable mining work, which is why the process has been slow. Mr. Veitch said he will continue to work with Public Works to make sure the process moves on and is completed.

Mr. Veitch said the donated PC’s from Skidmore have been received and will be used for the Board of Supervisors Board and Committee rooms helping to move toward a paperless system. He said he is working with Mr. Kingsbury with regard to the internet connectivity in those rooms as well.

Mr. Carr gave a brief overview with regard to a technology request for the Youth Bureau as follows: He said the budget for the Preschool Education Program is approximately \$11.5 million with the county’s share of approximately \$4.6 million and the State reimbursement is approximately 59 1/2 %. There are approximately 700 children in the program. Services provided are center based Preschool Special Ed Programming and itinerant services such as special education, physical therapy, speech therapy, and occupational therapy.

Mr. Carr said currently the Youth Bureau is using four different computer programs for in house spread sheets to track services tied into the State Education Department system, the county’s AS-400 system and Excel Spreadsheets for customizing reports. Any information that has to be entered into those systems is entered separately. The method of reimbursement from the State is referred to as an Automated Voucher Listing or (AVL). There is nothing automated about it as it is all done by hand, he said. The last AVL that was submitted in April took Youth

Bureau staff approximately 63 hours. He said the AVL that was submitted in July of 2011 for \$3 million did not receive reimbursement until March of 2012. He said currently they are not able to claim Medicaid reimbursements due to lack of staffing and time. Ms. Raymond asked how much money is being lost. Mr. Carr said a conservative estimate is approximately \$50,000 a year. Mr. Carr said another thing that they are unable to do right now is to charge a group service rate, and as time goes on group sessions are becoming more and more popular. He said the gross savings over the course of a year would be approximately \$90,000 and the county's share would be approximately \$36,000.

Mr. Hellwig said the biggest issue right now is cash flow. If we were to turn five to six months of waiting time into a month, that would help the county.

Mr. Carr said as far as 2012 revenue in his budget right now there is nothing. Outstanding at this point with AVL's that have been submitted to the State is \$4.9 million that goes back as far as 2009. There is also \$1 million that hasn't been claimed for March services that were paid. An AVL will most likely not be submitted to the State for those expenses until July, he said.

The software system requested is from James McGuinness and Associates, Inc. Mr. Veitch said he would like to have information for the committee on other companies that provide the same service, he said the committee is wondering if there is another company that does this and is there another pricing structure. Mr. Carr said as far as another company doing what McGinnis does, he is not aware of another company that does that. The only other company that does something similar is company called Kinney, which strictly does Medicaid reimbursement at a cost of approximately \$27,000/yr. He said there are a number of counties across the State that currently use McGinnis. He said he would collect information from other counties that are currently using McGinnis and report back to the committee.

Ms. Raymond said she was concerned that a lot of the information with regard to the children is probably covered under HIPPA such as medical information. She said if we are going to do something electronically she would like to have someone from the company give some reassurance that it is electronically secure. Ms. Raymond mentioned that Mr. Lawler has always expressed his concern about the security of the system.

Mrs. Southworth asked about upgrades to the system. Mr. Carr said the support service plan which would allow us to claim Medicaid is \$25,000/yr., and would include any upgrades that come along in the future. The system is synced with the State database which allows for quicker claims.

Mr. Hellwig said this appears to be a good choice for the county, not only in terms of finances, but in terms of efficiencies as well.

Mr. Veitch gave a brief update on the E-mail RFP stating that there are several companies that have been identified. He said all RFP's will be on the county website and newspaper publications are being considered.

The following requirements have been listed in the RFP:

- Webmail interface to work with internet explorer 7 or higher
- Ability to access webmail via smart phones and all mobile devices
- Pop 3 and SMP3 capability
- Email hosted on a secure backup server with sufficient redundancy at 99.9% uptime
- 50mg attachment ability
- Data Processing with Administrative rights to reset passwords, running reports from data processing on usage
- Company contact directory
- Importing E-mail files
- Creating your own contact groups
- SPAM filtering and anti-virus
- Forwarding and auto reply
- Encrypted E-mail
- HIPPA compliant E-mail
- Return receipt and request receipt
- Daily backups of emails
- Restoring emails that go down within 24-hours
- A contact process if the entire service goes down
- Contact about scheduled maintenance
- Alias emails
- Syncing emails with smartphones
- Expanding to 1,000 users
- Helpdesk support
- 10gb mailbox size
- Calendar functions with the ability to share calendars, create assigned tasks and calendar alerts
- Pricing per user

Mr. Veitch announced that he has been asked to be the Welcome Speaker at the IT Conference to be held May 15<sup>th</sup> – 17<sup>th</sup>.

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

Respectfully submitted,  
Chris Sansom