

Technology Committee Minutes
August 9, 2012 – 4:00 p.m.

Present: Chairman Veitch; Supervisors Raymond, Barrett and Southworth; Spencer Hellwig, Administrator; Jason Kemper, Planning; Robert Kingsbury, Data Processing; Brian O’Conor, Auditor; Hugh Burke, County Attorney; George Martin, Treasurer; Ryan Moore, Mgmt. Analyst; Press.

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 July 9, 2012 meeting were approved unanimously.

Mr. Veitch said the email subcommittee has been reviewing the county email system and a couple of months ago they submitted an RFP. The subcommittee consists of Mr. Veitch, Mr. Moore, Mr. Kingsbury and Mrs. Southworth. Mr. Veitch distributed copies of the three lowest bidders with explanations of what they would be offering.

- BAS – Business Automated Services from Clifton Park costs were \$37,620 plus migration fees. The offer was for a Microsoft complete exchange for the county. Currently, the county uses a business class email with some users on an exchange if they need to sync up with their computers and calendars.
- ICOM Tech Services is the company that the county currently uses for email. They offered a similar system for \$15,660, keeping the exchange, and if there was no exchange the cost would be \$12,204. Their offer was a flexible setup with business class users, some exchange users and a mobile sync service with the business class. There would be HIPPA compliance for appropriate departments within the county.
- INNOVATIVE- A Microsoft partner at a cost of approximately \$26,000, with a complete exchange of Microsoft 365 setup. There would be a one-time charge for a migration fee of \$16,000 for setting it up.

Mr. Veitch said the subcommittee is recommending that the county stay with ICOM Tech Services for email for a three year contract.

Ms. Raymond asked if there would be any additional fees. Mr. Veitch said no, the costs are built in. Any upgrades that they would do would be part of the contract.

A motion was made by Mr. Barrett, seconded by Ms. Raymond to approve a three year contract with ICOM Tech Services for the county email system. Unanimous.

Mr. Veitch said at the last meeting there were discussions about on line agenda services provided by CCB Group. Mr. Eaton has met with the Clerk of the Board, Pam Hargrave, and they have begun the process to get that established. Mr. Veitch said discussions took place about concerns with a chat room in the software that will allow Board members to have a discussion within that system, once something is posted. The question was raised as to whether or not that was an open meetings violation.

Mr. Burke from the County Attorney's office said such talks would constitute a formal meeting, which would require supervisors to advertise the meeting in advance and give the public the opportunity to attend. He said that he thought there would be a problem with that particular discussion aspect, and also with when does the meeting begin and end if this is a constant log in with constant comments and questions.

Mr. Veitch said he was going to make the recommendation to the CCB group that the chat room feature be disabled, so the visibility to the committee will just be the agenda items without any ability to make any comments. The committee decided to move forward with the trial version of the software without the chat room.

Mr. Veitch gave a brief presentation on the proposed Automated Time and Attendance System. He said currently the county uses an analog system for time and attendance using time clocks and punch clocks with paper time cards for processing the time.

Maplewood manor is automated with the Kronos system which was established in 2002, however, some of the files are still manually processed, he said.

Mr. Veitch said at the county there are approximately 58 employees that process time per pay period, which is 370 hours per pay period spent on processing time. Costs associated are approximately \$9,063 per pay period or \$235,638 per year of the budget is spent processing time. Twenty three thousand three hundred and fifty nine time cards were processed between October 2010 and October 2011. The cost for time cards alone is \$700.77/yr.

There is a maintenance worker that is assigned to time clocks spending 14 days a year working on time clocks which included two full days for daylight savings time and standard time changes and twelve days a year for monthly clock maintenance. His pay is \$23.40 per hour or \$2,622/yr. for timing of the clocks.

Mr. Veitch said there were three firms that did a return on investment analysis as follows:

	Approx. Recovery of lost time	Approx. Ongoing Costs	Approx. savings per year
ADP –	\$600,000/yr	\$161,000	\$3million/yr
CMA –	\$700,000/yr	\$58,000	\$1.7 million/yr

GTM -

\$1million/yr

\$64,000

\$770,000/yr

Mr. Veitch said the type of time clock that will be requested is one that will work with the County ID cards.

Mr. Barrett said Clifton Park has been using a time and attendance system provided by GTM for the past year which has proved to be more efficient and cost effective, allowing for more productivity throughout all departments. He said it has proved helpful in record keeping and tracking of all information, so when it comes to audits and reviews by different agencies all the records will be clearly distinguished and easily assembled for an audit.

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

Respectfully submitted,
Chris Sansom