

Technology Committee Minutes  
September 6, 2012 – 4:00 p.m.

Present: Chairman Veitch; Supervisors Barrett and Southworth; Spencer Hellwig, Administrator; Jason Kemper, Planning; Robert Kingsbury, Data Processing; Brian O’Conor, Auditor; Ryan Moore, Mgmt. Analyst; Press.

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

**On a motion made by Mr. Barrett, seconded by Mrs. Southworth the minutes of the August 9, 2012 meeting were approved unanimously.**

Mr. Veitch said a Time and Attendance RFP has been drafted. It is anticipated that the RFP will go out on Monday, September 10<sup>th</sup> with a response due within 30 days. Interviews will take place in the fall.

Mr. Veitch said he has been in discussions with Mr. Kingsbury about establishing an IT Security checklist. He said the State is beginning to audit County IT policies, and has guidelines, and requirements to update the policy.

Mr. Veitch said the on line agenda system is being worked on and is coming together. Work continues on a lot of the processes at the county when putting agendas together.

Mr. Veitch said the cable mining project that was started at the beginning of the year has been slow due to staffing. Mr. Hellwig said that initiative was conditioned on the fact that it would come second to the other responsibilities in maintaining the county buildings and other responsibilities of the Public Works Department.

Mr. Barrett said the cyber rules and protections are very important. He said at a Department Head meeting or at least once a year, department heads should be reminded to talk to employees about outlining and highlighting the employee handbook with regard to the use of computers.

**On a motion made by Mr. Barrett, seconded by Mr. O’Conor the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom