

Technology Committee Minutes  
March 7, 2013 – 4:00 p.m.

Present: Chairman Veitch; Supervisor Southworth; Jason Kemper, Planning; Brian O’Conor, Auditor; Jack Kalinkewicz, Personnel; Spencer Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; Bruce Thompson, Kilakwa Associates.

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

**On a motion made by Mrs. Southworth, seconded by Mr. O’Conor the minutes of the February 7, 2013 meeting were approved unanimously.**

Mr. Kalinkewicz gave a brief update on Time and Attendance stating that they are starting from ground zero with the rules of time and attendance with the new system. The first part of that is filling out a survey of all the different types of time and attendance that a department might use. He said information has been received by approximately half of the departments thus far. A meeting will take place with Kronos next week to begin loading information that is available.

Mr. Veitch said Mr. Hellwig, Mr. Kingsbury and he have had discussions with regard to the IT Infrastructure and how to move forward. He said there will definitely be a substantial investment made, but after hearing from Mr. Kingsbury and Mr. Hellwig it is something that is going to have to be done.

Mr. Veitch said discussions have taken place with Cisco Systems with regard to the county IT infrastructure and looking at the overall technology vision moving forward and building a network around what we want to do.

Mr. Veitch said he met with Brian Eaton with regard to the paperless office initiative and to begin the process. There will be a draft letter that is going to be distributed to department heads and committee members to explain how it will begin.

Mr. Veitch said the Technology Subcommittee has interviewed several of the low bidders with regard to the county website and Kilakwa Associates was impressive with what they can do for the county to change the website and make it better, coming in as the low bidder. Their cost is \$200 more per year than the current contract for the first three years and in the last two years their cost is \$4,800 less than we are paying now, saving the county approximately \$9,000 over the five year contract. Mr. Veitch said the contract is going to be \$5,600 for the first three years, \$5,000 for development costs and \$600 for hosting and administration. The last two years of the five year contract is only \$600 for hosting and administration. There will also be a \$90/hr. maintenance fee that will be included in the contract for any calls that are made to them.

Mrs. Southworth asked who was going to have control over calls. Mr. Hellwig said it should be Mr. Kingsbury in Data Processing.

Mr. Veitch said there will be some control in departments to design their sites, but the overall system will be managed through Data Processing.

**A motion was made by Mrs. Southworth, seconded by Mr. Hellwig to approve a contract with Kilakwa Associates for the design of the county website, and to forward it on to the Law and Finance Committee. Unanimous.**

Mr. Thompson thanked the committee for their selection of Kilakwa Associates for the design of the county website, and asked who they should be coordinating with. Mr. Veitch said it would probably be Mr. Kemper and he.

**On a motion made by Mr. Kemper, seconded by Mr. O'Connor the meeting was adjourned unanimously.**

Respectfully submitted,  
Chris Sansom