

Technology Committee Minutes
May 9, 2013 – 4:00 p.m.

Present: Chairman Veitch; Supervisors Raymond, Barrett, Daly, Southworth; Spencer Hellwig, Administrator; Brian O'Connor, Auditor; Ryan Moore, Mgmt. Analyst; D'Arcy Plummer, Lisa Masten, Treasurer; Jack Kalinkewicz, Personnel.

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

On a motion made by Ms. Raymond, seconded by Ms. Daly the minutes of the April 4, 2013 meeting were approved unanimously.

Mr. Veitch said with regard to the paperless office initiative, department heads were supposed to respond to a questionnaire by the end of April. Mr. O'Connor has now taken over the project since Mr. Kingsbury's retirement.

Mr. O'Connor said he has received a response from thirteen of the thirty departments. There are approximately 50 documents that different departments believe are eligible for putting on the intranet for shared use. He said he would be reaching out again to departments that haven't responded.

Mr. Veitch said discussions are continuing with regard to the IT Infrastructure and how to proceed. He said he has reached out to Keith Manz and Paul Lent to talk about the fiber run between building five and building four, which is in the Capital Plan for 2013. This is going to create an always on link between those two buildings. Currently, there is a wireless connection between the two buildings and when the wireless goes down, connection is lost on the AS400, which is not good and stops operations when that happens. There is a need to have something on and always working with battery backups so the county can operate when there are troubles. An estimate was given that was very close to what the budgeted amount was late last year, however; it is being explored to see if there is any ability to do this in house for a cost savings. Mr. Veitch said he has reached out to Mr. Manz and Mr. Lent to show them what the idea is and how it would be done and try to see if Public Works could do it.

Mr. Veitch said he has had a couple of meetings with people from the outside including IP Logic who does a lot of business with the county. The county has used them for much of the IT services including the counties wireless Wi-Fi.

Mr. Kalinkewicz gave a brief update on time and attendance stating that his office has had seven meetings with MM Hayes and continue to meet weekly targeting departments that might be a little out of the ordinary, having them come in and going through the entire process with them. He said they have one more department left and after that MM Hayes will give the county a blueprint of everyone, in terms of how it is going to work and what the rules are. That will be reviewed with MM Hayes and if there aren't questions or concerns they will be ready to

load at that point, which will take approximately four weeks to load the system. He said conservatively the clocks should be running side by side by June or July.

Mr. Veitch said there have been suggestions made to update the requirements for the Data Processing Director position.

Mr. Veitch said that Mr. Hellwig would be the contact person for any issues that the Data Processing Department may have in the absence of a Director. Mr. Hellwig said he has told the department that there will be no new initiatives until a Director has been appointed so they can focus on the day to day issues.

Mr. Veitch said direct deposit paycheck stubs can now be emailed.

Mr. Veitch said he has been in discussions with Clarity Imaging a company that deals with printing cartridges. He said they are able to undercut costs for cartridges for printers, which has the potential to save the county a lot of money.

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

Respectfully submitted,
Chris Sansom