

Technology Committee Meeting Minutes
June 6, 2013 4:00 p.m.

Present: Chairman Veitch; Supervisors Daly, Raymond and Southworth; Ryan Moore, Management Analyst, Jason Kemper, Planning Director, Brian O'Connor, County Auditor; Jack Kalinkewicz, Personnel Director; Marcy McNamara, Deputy Director Personnel.

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

On a motion by Mrs. Southworth, seconded by Ms. Raymond the minutes of the May 9, 2013 were unanimously approved.

Mr. Kemper gave an update on the Web Design project. He said he met with Kilakwa Associates and within a week he will have a site map of the new site as well as a form for Department Heads to complete for their page on the site. In about two weeks information will start to be transferred from the existing site to the new one. Mrs. Daly asked about the public authorities that the County links to. Mr. Kemper said that they will be included as a Department or a separate button for public authorities. Mr. Veitch said that once Mr. Kemper has the web design, he will call a subcommittee meeting to go over the design and address any questions or concerns. Ms. Raymond asked if something could be emailed out prior to the subcommittee meeting so she and others could have time to look it over. Mr. Veitch said it would be. Mr. Veitch will be bringing the Animal Shelter back to the County website.

Mr. O'Connor told the Committee that all but 7 of the Departments had responded to his memorandum requesting documents for the paperless office initiative. Ms. Raymond asked who the 7 Departments were. Mr. Veitch asked Mr. Moore to contact those Department Heads. Mr. Veitch said he met with a company to give a quote on what it would cost to re-work the County's infrastructure. He said this company will not charge to give the County advice or a plan on what infrastructure the County should have.

Mr. Kalinkewicz updated the committee on the Time & Attendance project progress. Mr. Veitch said he saw data connections to the clocks. Mr. Kalinkewicz gave him a report produced by that connection. He said they are moving along but there will be some technical issues such as with the Sheriff's Department. There will be a contractual issue with the Sewer District as well. He said those issues will be tackled. The issues are the connections, how is the new program going to be used, will the old system be kept and those are a few that need to be resolved. He said the interviews with Departments have concluded. MM Hayes' staff is preparing the master plan of rules. Mrs. Daly asked if this is biometric or swipe card. Mr. Veitch said it will be a combination. The swipe card will be the master key that will log employees in. The cards are being re-designed and employees will be receiving new cards. Mrs. Daly voiced concerns with the finger printing and the amount of time this may take. Mrs. Southworth said she has had success with finger printing in her work as a pharmacist. Mr. Kalinkewicz said the company doesn't feel that there will be any problem. Mr. Veitch said Mr. Kalinkewicz, Mr. Hellwig and/or Mr. Moore and himself will be sitting down to talk about some of the issues.

Mr. Veitch updated the Committee on Clarity Imaging. Mr. Veitch asked Mr. O'Connor to research how much the County spends on toner. He said Clarity Imaging has a great idea and

hopes to save the County money with this concept. He said he will have an update at the next meeting.

Ms. Raymond asked how much has been done and how much money has been collected with regards to the removal of copper wiring in the office buildings. Mr. Veitch responded that he did not know but he would look into it.

On a motion by Mrs. Daly, seconded by Mrs. Raymond the meeting was unanimously adjourned.

Respectfully submitted,

Pamela A. Hargrave, Clerk