

## TECHNOLOGY COMMITTEE MEETING

May 9, 2016 – 4:30 p.m.

PRESENT: Kevin Tollisen, Chairman; Supervisors Lent, Richardson, Wright; Collyer; Spencer Hellwig, County Administrator; Stephen Dorsey, County Attorney; Eileen Bennett, Chris DuBois, Data Processing; Steve Williams, Daily Gazette.

Chairman Tollisen called the meeting to order.

**Mr. Lent moved to approve the minutes of the meeting of March 1, 2016. The motion was seconded by Mr. Richardson and was approved unanimously.**

Mrs. Bennett gave a summary of their current projects stating that they have been busy since March. They have completed the virtualization of all of their physical servers throughout the County. There is one domain that everyone is on. With that they can manage, deploy and secure devices and applications throughout the domain. There is a shortcut on everyone's desktop to allow them to save their files in a designated area that is getting backed up. She said there is a Help Desk on everyone's desktop, and everyone's desktop is the same.

Mrs. Bennett said with the new intranet, they are receiving a lot of responses from departments to add documents to, i.e., holiday schedules, payroll calendars, the Policies & Procedures Manual is being added to this. This has allowed departments not to have so much form stock in their departments to help with the paperless initiative. If a form is needed, it's there, and it can be downloaded. If a form is there, they will be converting it to a fillable PDF so that it can be saved, emailed, etc. Mr. Lent asked if a requisition can be done so you can get your Purchase Order back in a paperless process. Mrs. Bennett stated not yet because the Purchase Order is on the AS400. She said a form for a new employee, an employee who is leaving, vouchers and various forms that Personnel has traditionally given to departments.

Mrs. Bennett said there is a Help Desk icon on everyone's desk top that can be clicked on to create someone's own Help Desk ticket. This will go into DP's Help Desk system, and Mr. DuBois or she will assign it to whatever technician is available or who has the expertise for the issue that person has so that it can be tracked as to what DP is doing on a daily/monthly/yearly basis. She said as of today, they have opened 859 tickets. They are averaging about six tickets per day. She stated it is a good system which allows the user to describe their issue without a second or third person interpreting their issue.

Mrs. Bennett said with the Kronos time and attendance system, since March they have tested a new manager delegation module which has allowed them to share payroll managers, saving the purchase of licenses at a cost of \$500 per seat. We are able to share among departments so that departments do not need multiple payroll licenses in the event the payroll person is out that day. A department can delegate another department to oversee their payroll for that day or month or however long it needs to be. She mentioned Data Processing, Purchasing and Board of Elections have shared that license, and it's has worked very well to cut down on costs.

Mrs. Bennett said Emergency Services, the Sheriff's Department and she have a meeting scheduled for May 12<sup>th</sup> to review the CAD Mobile 911 system. The renovation of the 911 Center at the Sheriff's Department has been completed. They were at their other location in Emergency Services for a few days while that happened, and the transition went well.

Mrs. Bennett stated Data Processing's part in the Jail Management software implementation has been completed. Mr. DuBois set up a server, and the sallyport has been configured as an in use. The GIS software review that they are going to be doing with Planning has been scheduled for June.

Mrs. Bennett said they are analyzing a rewrite of all of their in-house applications currently on the AS400 to put them on a Windows environment. They are currently rewriting one system they have now and are testing that within Data Processing.

Mr. Collyer asked if any particular department is asking for an upgrade or additional help with their department. Mrs. Bennett said currently no. They have been very busy with Public Health and all of the changes that they have.

Mr. Lent asked what the life span of the AS400 is. Mrs. Bennett stated at the level of software we have now, we are at the max. We cannot upgrade. Security patches will be available until the end of that life, which hasn't been announced. Mr. Lent stated that is where the financial system is. He said when he was a department head, that was a bear. He asked if there has been any thought of a new financial system. Mr. Hellwig said they have spoken to the existing vendor that has been purchased by a larger corporation. He said DP has surveyed counties across the State that are in the same situation we are in dealing with the current vendor. He said it looks like the best option would be to stay with them and migrate to a new vendor. He said almost \$2 million has been invested in the last couple of years. We are allowing them the opportunity to finish up with things that are still works in progress. He said once we are in a place where we can take on new projects, we will come to the Committee for its support. Mrs. Bennett said there are many systems they wrote in-house that they need to find a solution for also.

Mr. DuBois stated as of the end of August, our contract with our current provider for email services is going to expire. We are already on a one year extension, so we are at the end of this contract. He said in discussions with Mrs. Bennett and Mr. Hellwig, we were discussing a new email solution with more options, more control, and better functioning. We have decided to go with Microsoft Office 365 Email Solution. It is their cloud-based product. This is for only the exchange portion which is the email service. He stated that they did review a couple of other vendors, and they found that the exchange had everything they were looking for. He said it was the best cost and the best deal. Mr. Hellwig said essentially it was the only deal because of the security issues. Mr. DuBois said to meet all of the things they were looking for, each offer wanted a third party, and it would be adding to the price. Mr. Richardson asked what the cost will be. Mr. DuBois said they have to enter into a three year license. For the first year, it will cost \$30,000 which is a discount. For the following years, it will be \$54,000 per year. Mrs. Bennett said we have been paying \$16,800 per year. Mr. Lent said this is in the marketplace. He asked if this was off of State contract, and Mrs. Bennett said absolutely. Mr. DuBois said the New York State Police have moved to this, and several counties have moved towards this also. Mrs. Bennett said they interviewed a vendor for several months and they said they were able to do all of the things that were asked, but when she wanted this in writing, they couldn't do it. They had various third parties. Mr. Wright asked what will be different when the emails are opened. Mrs. Bennett stated it will be very similar to Outlook. Mr. DuBois said our timeline is near the end of August. Chairman Tollisen requested Mrs. Bennett to give a short summary to the Supervisors about this in the next couple of days.

**Mr. Lent moved to approve contracting with Microsoft Office 365 for a new email solution. Mr. Richardson seconded, and the motion was approved unanimously.**

Mr. Hellwig stated money will be needed to be moved from the Contingency Account. Mr. Wright asked what will that leave for a balance, and Mr. Hellwig stated about \$600,000.

**Mr. Lent moved to adjourn the meeting. The motion was seconded by Mr. Richardson and was approved unanimously.**

Respectfully submitted,

Elaine M. Pratt