

# TECHNOLOGY & RESILIENCY Transcript 6-24-2021

## **SPEAKERS**

Tara Gaston, Matt Rose, Andrew Jarosh, John Warmt, Eileen Bennett, Phil Barrett, Steve Bulger, Michael Hartnett, Matt Veitch, Therese Connolly, Eric Connolly

### **Tara Gaston**

Hi, welcome to the June 24th Technology and resiliency committee meeting. Attendance has been taken. Item two on the agenda is approval of the minutes from the April 29. Meeting. Do we have a motion?

### **Eric Connolly**

So moved, Supervisor Connolly.

### **Matt Veitch**

I'll second, Supervisor Veitch.

### **Tara Gaston**

Thank you. All in favor?

### **Several Supervisors**

Aye.

### **Tara Gaston**

Any opposed?

### **Tara Gaston**

All right. Minutes are approved. Is that background feedback thingy? Do we know what that was?

### **Matt Rose**

I think that was Supervisor Barrett on the phone. We had a little feedback on the phone line.

### **Tara Gaston**

Okay. But we good now? Alright, thank you. All right, third item on the agenda is an amendment to the agreement with Tyler Technology. The Treasurer, is he? Oh, there you are, you were hiding.

**Andrew Jarosh**

Sure. So, we're at a point now where it's advantageous here in the middle of the year to move forward with what was always a planned future expansion of our Tyler technologies, finance and HR software system. This is an expansion to the HR module that allows for Employee Self Service. There will be a website for each employee, including Supervisors, to log into to obtain their pay stubs, their W2 information, update their W9, update their contact information, and their bank direct deposit information all online. There's quite a bit of additional functionality that we will be exploring to see if it's something we want to roll out to all of the employees. There are some options for future expansion as well. It's very not, it's actually quite affordable. I actually have the numbers presented to you in there, I don't have them here, I don't have that page printed off in front of me. I believe it was roughly \$34,800 in one time, in the first year cost and only \$2,500 in additional cost after that. And this is something that all of us, the Director of HR, the Director of IT and myself have researched. We had Tyler do a demonstration of the software, and of the different modules that they presented, this was the one that everybody agreed we should move forward on at this time. And the reason I'm requesting it mid-year as opposed to through the normal budget cycle, the board authorized IT several months ago to install a new data center for the County. And I'll let Eileen speak to this, the Director of IT informed me that actually it's a very good time to do this concurrent with the launch of the new data center.

**Tara Gaston**

Okay, before Director Bennett, speaks to it, just for clarification, it looks in here like it's the just under 35,000 covers the licensing and then the annual is just under 5,000. But this year, it's 2500 because it's half?

**Andrew Jarosh**

Because it's prorated.

**Tara Gaston**

Ok, I just want to make sure.

**Andrew Jarosh**

Thank you.

**Tara Gaston**

All right. Thank you, Director Bennett, do you have any? Sorry, everybody's very well positioned behind other people's heads today.

**Eileen Bennett**

The reason that we requested the module to be added at this time, is we'll be migrating that server over to our new data center. And it's always better to have all the pieces installed at the same time, and to piecemeal a very large software system. It was our recommendation by Tyler as well to, if possible, do a clean install with all modules that we currently have and any that would be in the near future. And this has always been on our plate. So I you know, asked Drew if we can move forward with that at this time.

**Tara Gaston**

And it looks to me like it's something that would save personnel time across the County as well.

**Andrew Jarosh**

There is. There's also, there's also potential, which we will research after launch and after a couple of months of operation, that there may be some other things that we spend money on some other software that we may not need any more. But we won't know that until we get there. And we want to get this launch and up and running. Just from what I've talked about the additional functionality that we'll have the number of phone calls and paperwork moving around HR should be reduced significantly.

**Tara Gaston**

I enjoy that. Supervisor Connolly?

**Eric Connolly**

Do these numbers line up in the resolution? Is this the quote that is supposed to match up with the resolution?

**Andrew Jarosh**

Yeah, their quote format, I apologize, is actually rather confusing. That's why I broke it out to say that there's the first year cost includes licensing installation plus the first year fee, then after that the recurring fee is just the additional year's fee. The quote does look a little bit confusing.

**Tara Gaston**

So the total that we're looking at now is the 37,268 would be the total for this year.

**Andrew Jarosh**

No, 34,800 would be what we need to cover the 32,300 plus the prorated fee, prorated first year fee. The request is to take that, the County Administrator suggested taking that out of his contingency budget, which I applaud. Thank you.

**Tara Gaston**

Okay, so the sales quote that's in here, it's the number that's in the agenda item request the 32,000 plus the 2,500.

**Andrew Jarosh**

Right.

**Tara Gaston**

With the ongoing annual of 4000.

**Andrew Jarosh**

What you're seeing, the reason they're format is crazy is because on their quote, that \$37,000 number happens to line up with that column called one time fees, which it shouldn't it's actually a total of both

the one time fees column and the recurring fees column. That's why their quote is always difficult to interpret, it shouldn't be lined up with that column.

**Tara Gaston**

Okay, and the pro-rated, Alright, now I've got it.

**Andrew Jarosh**

There you go.

**Tara Gaston**

Alright, sorry, Lib-Arts major here. You've got to give me just a minute when we're talking about spreadsheets and numbers adding up. All right thank you. I understand that. Director Bennett, did you have something? Supervisor Veitch?

**Matt Veitch**

I was just going to move it. But I'll wait until you ask for it.

**Tara Gaston**

Oh, that's fine.

**Matt Veitch**

I'll make the motion that we accept this item.

**Eric Connolly**

Supervisor Connolly. I'll second.

**Tara Gaston**

Okay. Any other discussion or questions? Anyone on the phone?

**Matt Rose**

Supervisor Barrett is on mute, I muted him for the feedback. I've sent a couple requests in case you want to give him a heads up.

**Tara Gaston**

All right. Does anybody on the phone tell him?

**Therese Connolly**

Supervisor Barrett, if you have anything to add, you need to hit star 6. You're currently muted.

**Phil Barrett**

That's fine.

**Tara Gaston**

Okay. Supervisor Barrett, did you have anything or just letting us know that you're there?

**Phil Barrett**

No. I said that's fine. I'm good.

**Tara Gaston**

Okay. All right. All in favor?

**Several Supervisors**

Aye.

**Tara Gaston**

Any opposed? Matter passes. Thank you. And thank you both for working on the timing of that. It's always better to get it done at once. Fourth item on the agenda is authorizing a change order regarding the board AV updates, Director Bennett?

**Eileen Bennett**

So the change order that we have here is for additional cameras in this room, as we were talking about the project, we realized that we wouldn't have good coverage for the full room. So this change order is in the amount of \$10,537 for those additional cameras. And I, per resolution, need of committee approval for that change order.

**Tara Gaston**

Do we have a motion?

**Matt Veitch**

I'll make the motion. We'll have discussion?

**Tara Gaston**

Yes. The second? I will second. Okay. Supervisor Veitch?

**Matt Veitch**

So this is just for the cameras, and it only requires committee approval? All right.

**Eileen Bennett**

The resolution has a 10% change order clause in it that Technology and Resiliency could approve that 10% of the total cost of the PCC award.

**Matt Veitch**

All right. No problem. Thank you.

**Tara Gaston**

Good. Any other questions or discussion on that one? All right. All in favor?

**Several Supervisors**

Aye.

**Tara Gaston**

Any opposed?

**Tara Gaston**

Alright, the matter passes. I guess because it's connected, we had some discussion about the whether it would be beneficial to appoint a change order committee. So that if any of these come up again, we don't have to do the committee process. What are your thoughts on that for the committee to move forward a resolution and the board to approve that? Would that be beneficial at all? In the event that there were any changes that are under that change order limit, that we could do it in a more timely manner, instead of waiting for the meeting process?

**Eileen Bennett**

Well, we're almost at the max of the change order limit. This is for \$10,000 and change, and the 10% is \$14,000. So you mean, the difference between the two? That would be beneficial.

**Tara Gaston**

Supervisor Veitch?

**Matt Veitch**

So normally, with bigger projects, we have a change order committee that gets appointed, which I don't think we have for this.

**Tara Gaston**

Correct. And that's what I was wondering.

**Matt Veitch**

Not sure what the limits are, or have been in the past that. That to me is new. Probably just never had to think about it before. But for example, I think I was on one for the Public Safety Building. I mean, that's a much bigger project. But at the end of the day, we had a change order committee for that, that would meet and some things we might have brought to the committee and some things we could just do as a change order committee. So I'm not, not sure.

**Matt Veitch**

I would ask the County Attorney or the County Administrator if either of you have?

**Steve Bulger**

So we're approximately 4,000 that we hit the limit. So if the board would want to authorize that, up to that limit. Beyond that you're going to have to take action as a committee. I think that's a possibility might be putting in some small orders that way doesn't have to come back here.

**Eileen Bennett**

Yeah, that would be great.

**Tara Gaston**

I mean, alternatively, can we just move to amend the resolution as it is, and any foregoing that's 10,000, so what would be the total 123 something so like 10% of that moving forward, of the total, instead of what the total was what the total is going to be? I mean if it's not going to be of any use, that's fine. But I know that as we get closer to putting it in, and if we find things, I would rather not have to wait for the cycle, especially as we approach the summer, I would, my preference would be to have a change order committee that can do this at a much faster pace. And I just need guidance from staff what do we need to put in it?

**John Warnt**

I think it's appropriate to have a change order committee so that we can get things done quicker, because once this project starts to go, we're talking, you know, a couple of weeks install time, that's probably the time we're going to need that committee. If small changes come up.

**Tara Gaston**

And we don't want to get halfway in it and go, now we're just going to wait

**John Warnt**

Exactly.

**Tara Gaston**

Okay. So the install date, that hasn't been set yet. I think we're looking at...

**Eileen Bennett**

We don't have a contract signed. We're waiting for this change order to be added so that the County Attorney can approve a contract to move on to PCC.

**Tara Gaston**

If there's not a contract signed, what are we doing a change order to? Or are we just amending the resolution? I see the County Attorney shaking his head, I'm not sure.

**Michael Hartnett**

This is Mike Hartnett here. As I understand it, this resolution or this agenda item that is on today for the Technology and Resiliency Committee is for a change order from a contract that was previously approved by resolution at a certain amount.

**Tara Gaston**

Okay.

**Matt Veitch**

I'm a little lost.

**Tara Gaston**

So we approved a contract, but there is no not an executed contract.

**Michael Hartnett**

Right, that contract has is in the process of going through the, after it's passed resolution, it doesn't get signed the next day.

**Tara Gaston**

No, I understand that. But if there's not an executed contract, can we amend the approval? Why are we doing a change order? How do we do a change order to a contract that has not been executed? I would think it's more appropriate to amend the resolution with the new the total. And then we haven't hit the change order cap and all of that goes away. Because I don't understand how we're doing a change order to a contract that hasn't been executed. I understand what you're saying that we approved it. But if it hasn't been executed.

**John Warnt**

I believe that theory, this is John from Purchasing, I believe the theory was in order to get all of the equipment ordered in a timely manner was to get this change order for an approval for them to get this equipment ordered. So the change order the contract was all going to be executed the same time.

**Matt Veitch**

So I think, yeah, sorry, Supervisor Veitch. I think that we should do this as an amendment to this resolution for whatever the increased amount is. And then still allow the committee to do a 10% change order after the contract is executed. I agree with where you're where you are on that.

**Tara Gaston**

For the committee to do the 10%?

**Michael Hartnett**

That's going to cause a delay until at least July 20 plus whenever it's drafted. Because then it's got to go up all the way through board.

**Matt Veitch**

Let me read this again. Go ahead and keep talking. I'm going to be reading.

**Tara Gaston**

I don't know that anybody has anything to say.

**Tara Gaston**

So if we don't approve this, the committee can approve this change, and then you could act on it immediately because the committee has approved it.



**Tara Gaston**

But, there's not an executed contract to do a change order to.

**Tara Gaston**

So well, I mean, you can't do a thing that's authorized if it doesn't exist. So to be super annoying, and legalistic and specific, the resolution says approved change orders to the agreement, not to the contract. Can we approve this as a change to the agreement, so that it can move forward, which is not a contract it is an agreement and I know I see the County Attorney and he's, there may be lightning bolts coming out of his eyes a little bit. But, and then move forward with the change, I don't understand how you would change order to a non-executed contract.

**Michael Hartnett**

This is Mike, yeah, I understand your point, the contract resolution, which authorized that contract was at a certain amount not to exceed and then this changes that agreement. I think a change order approval from this subcommittee to that contract, which is in the process of being executed is

**Matt Veitch**

Now, no, because we're in we're increasing the not to exceed amount by doing this. If I'm reading this right, if I'm reading this correctly, I might be reading it wrong.

**Steve Bulger**

Which requires Board approval?

**Matt Veitch**

Yeah, we're basically increasing the not to exceed amount because we don't have an executed contract yet. We've authorized the Chair to sign a contract for a certain amount. And if that contract is not yet signed, then we have to reauthorize the Chairman to sign another contract for a larger amount. That's my, I mean, again, I'm not an attorney but that's just my thought.

**Steve Bulger**

Have we done anything similar in the past?

**Matt Veitch**

Probably.

**Tara Gaston**

Alright. Well, where in the process of the contract being signed, are we?

**Michael Hartnett**

Without the benefit of access to our computer systems internally, off the cuff, I don't know. It's one of, I apologize, almost 700 contracts that were projected for this year. I just don't have it right at this time.

**Tara Gaston**

Yeah, no, I understand. I'm just, do we have an idea? Anybody? Bueller?

**Eileen Bennett**

It's in the hands of the County Attorney at this point.

**Tara Gaston**

I'm going to get so many sharp things. I'm just wondering if it is something that is like the next few days, or week, then it would be executed. And then we can have a special meeting and authorize a change order. But I don't understand how we, in less, again, I'm trying to parse the words here, the resolution says change orders to an agreement. It doesn't specifically require a contract. So can we authorize this change of this agreement? What?

**Tara Gaston**

(Inaudible sounds) Ah, Well, I Supervisor Veitch. I appreciate what's going on but can we either discuss this with the committee or, if the County Attorney thinks it's appropriate, go into Executive Session?

**Matt Veitch**

I'm happy to.

**Tara Gaston**

We're not, happy to, which one?

**Michael Hartnett**

There's nothing about this that could be in Executive Session.

**Matt Veitch**

Okay, so I'll make the statement. So the problem we have is that we've already engaged with our client without a signed contract. So we don't have a real change order here. We have a contract. Yes. So that that's the problem. That's why I'm saying we have to reauthorize the chairman to sign a contract for a higher amount, we have no, the client should not have told us we needed a change order yet. Because there's no contract. And so that's where I'm sitting on this.

**Tara Gaston**

So this authorization is needed prior to purchase of any equipment, correct?

**Eileen Bennett**

It just makes it easier. Our thought is that they would be able to order all the equipment at the same time.

**Matt Veitch**

Would the Chairman of the Board be willing to entertain potentially a special meeting or something like that they get this done?

**Tara Gaston**

The Chairman of the Committee will.

**Matt Veitch**

Well, we can't authorize a new contract without the Board of Supervisors being here. So, what I'm saying is that, you know, I get the whole thing about waiting until July, that's a long time and to get something done. So we'd have to have a special meeting of the Board in order to move it faster at some other date. And I know some of us won't be here for part of July. So, that's the only thing I can think of that would move this any faster would be have a special meeting of the Board to do that.

**Steve Bulger**

How about, because in talking to Eileen and John earlier, there's real delays in shipment right now. Supply chain stuff with a lot of this stuff, so the longer we wait, this really could push it out. Can we just table this change order and go ahead have the Chairman sign that contract as soon as it's set, so we can at least ordered a bulk of the equipment, and then come back. Unless, you also want to set up a Change Order Committee today, and then maybe once the contract is signed, the change order committee, but at least for today.

**Tara Gaston**

Right, we just went in a circle. No, that's fine. I mean, we've already authorized the chairman to sign that contract, as it is. And so we could,

**Steve Bulger**

Table this today.

**Tara Gaston**

table this and instead of actually passing this motion or resolution, sorry, we will do a Change Order Committee, which then at the time that contract is executed, we can authorize that. Will that work?

**Tara Gaston**

County Administrator. I mean, you seem Okay, with that.

**Steve Bulger**

As long as there's no objection from the County Attorney or you guys I think. I think that will work.

**Tara Gaston**

There are an awful lot of sidebars in this meeting today, that's fun. Never had those.

**Tara Gaston**

Okay, so we did a motion and we did as second. So it's on the floor. So we just need to vote no or withdraw?

**Matt Veitch**

Alright, so I moved it right. So I'll just withdraw the motion.

**Tara Gaston**

Okay. All right. Cool. So that satisfies procedurally County Attorney?

**Michael Hartnett**

Procedurally, you're fine. And that's a fine workaround is to do a subcommittee, wait for the contract to be executed, and then do the change order after execution. Or, if no subcommittee, if it's easier to call a special meeting of this committee alternatively.

**Tara Gaston**

Nah, we're good. Look at us, three people who are here. Supervisor Veitch, Supervisor Connolly and myself, do you wish to be on the change order committee? Yay!

**Matt Veitch**

I'm happy to.

**Eric Connolly**

Yes.

**Tara Gaston**

Okay. That was overwhelming happiness from Supervisor Connolly. Okay, so we will withdraw this with the expectation that the contract will be executed as soon as possible. As soon as it is, we're happy to work on that. Right. So there's that.

**Tara Gaston**

I can just appoint a change order committee, so change order committee is Supervisor Veitch, Supervisor Connolly and myself.

**Steve Bulger**

No motion needed for that?

**Matt Veitch**

Chair can appoint.

**Steve Bulger**

Oh good.

**Tara Gaston**

Cool? Is there anything else? Any other updates or any other information that you wish to share about it? Okay, I think everybody would like to have a drink. Okay, thank you. Apologies. But thank you. Alright, item five is the website subcommittee discussion. And it's basically just those who are on the website subcommittee who were listed last time who, it's me and Supervisor Veitch, and I think Supervisor Connolly and director Bennett, and the treasurer and the county attorney's office, someone, are going to meet soon. And then I think we're going to develop a plan on how to approach this. What comment do we need, what information? I know director Bennett has already provided some analytics

that can come from the website, off the bat. So determine if there's any additional information and whatnot, because I'd like to see us have a plan on moving forward with that, or what we have? Are there any other considerations that we need to think about right now? Are we good? Okay.

**Steve Bulger**

I would.

**Tara Gaston**

Oh your office is on there, too.

**Steve Bulger**

So, the good news here is that we are just about ready to finalize our choice for a new Public Relations Director. We've gone through the interview process, and we're going through that, and that's going to happen very quickly. And with all of our interviewees, the website was an issue, sometimes they brought it up, sometimes we brought it up. So, whoever the selection ends up being, they're going, I would like to offer them as someone who can really put the time and effort in to do background work, whatever the committee needs to get done. That'll be our point person for my office to kind of try and quarterback this with the wishes of the board. If that sounds okay.

**Tara Gaston**

I mean, the authorization was for, or the inclusion was for, anybody from your office, so that person would be fine. Although, if that's where we are in the hiring process. I would also appreciate it if myself or other interested members of the technology committee can discuss with them because I think there were certain concerns when the position moved forward to know you know, what our concerns are and what their skills are and expertise because I want whoever is in that position to hit the ground running. So if you could loop us into that that would be helpful. But I appreciate that. That's good. I definitely want someone in PR to be connected to the website and what's going on and able to work well with IT and make sure that all that's set together. The sixth item on my agenda I'm going to pull for right now, because I think I've caused enough headaches for today. Are there any other concerns or business at this time? I know that some of us in the room will be attending the National Association of Counties meeting. Obviously, security changes, work from home, all of these things have been big, that have come up over COVID. And so there are going to be a lot of conferences and availability on that. I know that the county has some, do we have any openings left for attending any of the online conferences?

**Therese Connolly**

I'm not aware, I'll have to look it up.

**Tara Gaston**

If so, if Director Bennett or anybody else would be interested in taking advantage of that. The conference is entirely hybrid. So you don't have to be there in person. So if there's anything, Alternatively, if any County staff member looks at the conference schedule and see something of particular use, unfortunately, a lot of seminars are at the same time, so we don't have clones, but we'll try and get as many as possible. Particularly, you know, obviously, technology and resiliency after this

year are big focuses. So there'll be a lot of information, so please let us know. So that we can, if nothing else, grab as much information as we can. Anything else. All right. Do I have a motion to adjourn?

**Matt Veitch**

So moved.

**Eric Connolly**

Second.

**Tara Gaston**

All right. We're good. All in favor,

**Several Supervisors**

Aye.

**Tara Gaston**

Any opposed? I wouldn't, but go ahead if you feel like it. Alright, thank you were adjourned.