

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
FEBRUARY 28, 2018

INFORMATION TECHNOLOGY COMMITTEE MEMBERS PRESENT: O'Brien, Hogan, Fedler, Moore, Middleton, Clary

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Ferguson

SUPERVISORS: Henke, LaPointe, Hicks, Idleman, Campbell, Skellie

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Karen Pratt, IT Director

Mike Trackey, Deputy IT Director

Melissa Fitch, Personnel Director

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. IT Study Review
3. Other Business
4. Adjournment

Chairman O'Brien called the meeting to order at 1:00 P.M.

IT STUDY REVIEW - Discussion on the Final IT Study report. The committee considered the recommendations from the study.

- Recommendation #1 – Establish a new Governance Structure for IT Planning and Investment Decision Making. This has been done and already in the first stages of the Planning Group.
- Recommendation #2 – Create and Fill a Chief Information Officer (CIO) Position - Reserved discussion until later.
- Recommendation #3 – Create and Fill a Project Manager Position – Currently getting assistance from the Assistant County Administrator and County Administrator's staff for doing some of these things; working with IT Director on project list and dates. Only focusing on IT Projects. Chairman Henke asked if there was a plan to get someone certified as Project Manager. The County Administrator stated more discussion is needed on the role of that position. He is concerned how much time he could put his Assistant County Administrator on project management. Mr. Campbell stated in the past, the County Administrator has been the pseudo project manager and he is unsure if we could afford one.

Mr. Moore suggested tabling recommendations 1-3 until after the Treasurer reports on the finances of the County.

- Recommendation #4 – Implement a Skills Development and Performance Program for IT Staff – Chairman Henke stated this will also take funding. Chairman O'Brien stated the cost will depend on what type of training they go to. He stated we need to determine the level of need. The IT Director stated the statement that staff is trained on one application, one development platform – Access, and that is not true. She stated they have previously asked for \$10,000 in funding for training. Mr. Hicks stated the CIO position develops what skill development needs to be trained on and performance program. Without the CIO discussion this is a little bit moot.

Mr. O'Brien stated we need a plan to move IT forward.

Mr. Campbell asked if our CIO could be 10% of SUNY Adirondack's CIO position. He stated we need to find out what SUNY Adirondack can offer. Mr. O'Brien stated the County needs a CIO to provide that direction. The IT staff is busy and does not have the time to do the analysis to plan for moving forward. The IT Director stated provide the IT department with the resources to move forward and do those roles. She stated she has multiple duties, wears the operations manager, strategic and CIO hats, and asked the Board to give her the resources the department needs so she can be the CIO and have the time to do those duties. The Director stated the IT Department did not weigh in on some of this information in the report and she does not recommend going solely with what is in the report. Chairman O'Brien disagreed with the IT Director's statement that she did not have input on the study because he has an accounting of the time she spent with the consultants. Mr. Moore suggested that the committee charge the IT Director to go back and lay out what she needs and recommends so that the department is better than it is today and then figure out what to do.

The IT Director stated they did not have an opportunity to weigh in on this document. She did speak with the consultants through the process but was not given the opportunity to weigh in on this document and feels that opportunity to do that would have been appropriate and might have changed what was written in the document. She recommended CTG as the group to look at governance and organization structure. They brought in two additional firms. She feels this project took on a whole different life. As far as the comment of having had four months to look at this report, she has not been looking at this for four months because this report has been brought up at committee and she is looking for direction. The IT Director stated there are policies to write and update. They are working on security and need to work on inventories.

Chairman Henke stated Supervisor Moore asked for a plan to address the big issues in this report and noted that the IT Director stated she did not have the resources and asked how long was it going to take her to tell the committee what needs to be done and how much will it cost. Mr. Moore stated forget about this report, the charge should be for the IT Director and her staff to come up with what needs to be done, in this time period with the cost and this will make the organization better. What is recommended, why and what it will cost. The Treasurer summarized the discussion as follows: if you were building the department today what would you build.

Chairman O'Brien stated we are asking an awful lot of the IT Director because there are a lot of issues that need to be dealt with and a lot of projects that need to get done. Mr. Hogan stated the IT Director should come back with what she is recommending, why and how much it will cost. Starting from today how would she move us forward. The IT Director will bring her plan to an IT meeting scheduled for April 10th immediately following the Personnel Committee Meeting scheduled for 9:30 A.M.

OTHER BUSINESS: A motion to enter an executive session to discuss the employment of a particular person was moved by Mrs. Fedler, seconded by Mr. Middleton and adopted. A motion to return to regular session was moved by Mrs. Fedler, seconded by Mr. Hogan and adopted. No action was taken in the executive session.

The meeting adjourned at 2:43 P.M.

Debra Prehoda, Clerk, Washington County Board of Supervisors