

INFORMATION TECHNOLOGY COMMITTEE MEETING MINUTES
JULY 10, 2018

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

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: Middleton

SUPERVISORS: Henke, LaPointe, Shaw

Debra Prehoda, Clerk of the Board

Al Nolette, County Treasurer

Mike Trackey, Assistant Director IT

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Melissa Fitch, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – June 5, 2018
3. IT Department Update
4. CIO Position Update/Request for Resolution
5. Other Business
6. Adjournment

Chairman O'Brien called the meeting to order at 10:12A.M.

A motion to accept the minutes of June 5th meeting was moved by Mr. Moore, seconded by Mrs. Clary and adopted.

IT DEPARTMENT UPDATE – Mike Trackey, Assistant IT Director, addressed the following items with the committee:

- In the process of completing their 2018 IT purchases – In the process of cutting a purchase order for the laptops and held back on the desktop units.
- OFA has DSRIP funds to replace an aging copier from 2007. A motion to approve OFA copier was moved by Mrs. Fedler, seconded by Mr. Hogan and adopted.
- Buildings & Grounds/Parks – Mike has met with Matt Jones, Buildings and Grounds Superintendent, and the County Administrator regarding three requests to purchase.
 - Parks - Multifunction lower end laser printers for each park that would allow them more options; light copying needs, scan. It would only require connection to the network already in place. Reposition some older computers to the parks but the ones he is thinking of are not quite to the replacement stage. Did not plan for printers at the parks in this year's budget. He suggested funding could come from not purchasing as many desktop units and push those purchases off until 2019. Estimating about \$515 for the two printers. These are similar lower end printers that are used in other departments within the County. A motion to approve printers was moved by Mr. Hogan, seconded by Mrs. Fedler and adopted.
 - Jail - Staff member that works in the jail needs a multifunction printer at a cost of \$349. He needs this available in his work area. This was not in the budget. He can shuffle the funds around to make this purchase. The recommendation was to reposition for employees use and purchase another printer to replace one scheduled to be replaced. Mr. O'Brien feels this could also be a light printer like requested for the parks. A motion to approve printer purchase was moved by Mr. Moore, seconded by Mr. Ferguson and adopted.
 - Building Maintenance - Staff are throughout the building and make adjustments to the HVAC system and requesting to replace a couple of desk top units with laptops. The use of laptops allows staff to take the technology with them to make the adjustments without going back to their desk making operations more efficient.

These were not included in the 2018 budget. The estimated cost for two laptops is \$3,683.00 for two laptops; \$1,841.00 each. The estimated cost includes accidental coverage; these are not rugged laptops but are mobile. The HVAC contractor did use tablets but found they did not work out well and have gone to laptops. These two desktops were not scheduled for a refresh and could be repositioned to another department. A motion to approve purchase of two laptops was moved by Mr. Hogan, seconded by Mrs. Fedler and adopted.

CIO POSITION UPDATE/REQUEST FOR RESOLUTION – Chairman O'Brien informed the Assistant IT Director that a candidate for the CIO position has been selected; Teri McNall starting on August 6th if approved by the full Board on July 20th. A motion to sponsor a resolution to the full Board to appoint Teri McNall CIO at the salary established was moved by Mrs. Fedler, seconded by Mr. Ferguson and adopted.

OTHER BUSINESS:

- The County Administrator stated a DSS procurement card request came through late last week for an HP printer maintenance kit. This was an eBay purchase and he discussed this item with Tom Darfler, IT, who advised him this was a great deal. When this comes through audit there will be a \$299 procurement card purchase for an HP Printer maintenance kit that will not have an IT approval form attached.
- The State is putting out an application date in early August for an opportunity to apply for a cyber security grant. The grant total is \$500,000 and probably ten \$50,000 grants will be awarded. The State advised us to apply and plan to meet with us. A motion to grant approval to apply for cyber security grant was moved by Mr. Hogan, seconded by Mr. Ferguson and adopted.
- Chairman Henke stated the cyber security notices being emailed are very useful. Next month the County Attorney plans to give a snap shot of the threats out there.

The meeting adjourned at 10:42 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors