

TECHNOLOGY COMMITTEE MEETING

MARCH 9, 2010

PRESENT: David M., Jason, David W., Wanda, Robin

Dave: Robin handed out a project timeline and the first item on the timeline was the electronic policy that was handed out at the last meeting for review. We want to add to the policy the disclaimer that will come up on the screen prior and other items regarding passwords. Robin, did you get any other feedback from people on the policy.

Robin: Ann Aiton asked that we added the wording "County leased equipment" where appropriate.

Dave: That doesn't really effect how the policy reads, whether the equipment is leased or owned it is still County property they are accessing. For example, our cruisers are leased, but we have a no smoking policy in the cruiser. It is covered by our policy. The same would apply with the computers there is not going to be an expectation of privacy whether they are leased or owned. Check with the departments and see if we have missed anything. This policy is strict and if violated the employee will be facing some sort of disciplinary action. Should there be a grace period prior to implementation? Everybody has reviewed all in agreement, the Commissioners have signed off on this and then the employees get a time period before they need to be in compliance.

Robin: The employee will have to sign off on an acknowledgement that they read and understand the policy.

Dave: At the next meeting we will do a final committee review and then adopt or not, then submit to the Commissioners and distribute and at that point pick the dates. Target date would be 4/13/10 and our final date for implementation would be 6/1/10. We actually do spot checks within the department and they will be completely random.

Dave W.: Commented on the rotation schedule in the project timeline. Has spoke with Jerry regarding this. The County needs to make sure in the future that the machines don't run out of warranty. When a new machine comes into the facility you assign the performance value of system, low, medium or high. When a high performance machine gets replaced by a higher performance machine, the one replaced becomes a medium or low performance on the inventory. The process needs to be started as new machines come in.

Dave: If we are going to be doing a rotation schedule for purchases it would make sense to do all purchases through one purchasing department. Is this something the Commissioners are interested in doing?

Robin: Centralized purchasing is something that has been discussed several times and possibly purchasing with other counties.

Dave: We are eligible as our county, because we are a government agency, for State bid on a national level, for example HP equipment. So we can purchase through the state bid. Another thing we should put on the agenda and set up some time to speak with the Commissioners is centralized purchasing and a

centralized IT Department because it is the only way to accomplish #2 on the timeline. I can't see it happening in this budget year, but we could work on it for next year.

Dave and Robin work on a presentation to the Commissioners to bring forward centralized purchasing and IT.

Dave: I got a camera quote for the County Attorney's office from Knight's Security. Pope's security did not send one. The one from Knight's is \$750.00 to install the camera. This is exactly why we need to present to the Commissioners, we need people in place to take care of things like, quotes. The savings over time will take care of the people in place. An individual with these skills to run cable and setup the web browser to view the camera and install the camera is not going to cost \$750.00. If we put IT people in place we will be able to have better, more and easily accessible technology then if we hire it out.

Instead of putting in low-end mediocre equipment you can buy high end equipment that will last longer and not have to be replaced as often, having an IT person to do this research and take care of these things will pay for themselves.

Jason: I have several cameras available at the jail that are not being used.

Dave: Can we take a look at what you have.

Wanda: We need a second back up drive and I have looked on the Dell site, but I need some assistance as to what we need.

Dave: You can save a lot of many by buying non-branded equipment. We'll need to come and do an analysis of how much storage you will need, but with the volume you use you probably need a large amount of storage capacity and do you want a fail safe solution with this, so you have immediate recovery and a mirror image of what is on the original back up drive if it fails.

Wanda: We have a bigger problem right now, Robin's computer crashed on Friday. It won't power up. Does anyone have a recommendation on where to purchase a new one.

Dave: We are good with the camera quote, I will help you with the back up solution. Is there a computer in your budget this year?

Wanda: I believe we did put in a computer this year, but it wasn't to replace Robin's.

Dave: We could come up with a replacement to keep her going until the end of the year if necessary.

Dave W.: We can look at it and do a quick assessment of it, I'm assuming it's not under warranty. Look internally to see if there is one available and you want to get to a point where this is not a surprise. Computers break and there should be a plan in place to take care of that.

Dave: The presentation to the Commissioners regarding an IT Department is going to facilitate two things; who will be assessing equipment when it fails?

And who will be getting a computer from another department removing the data on it and installing the software programs that will be on it for the new department.

Wanda: Who is going to be able to take care of this now? Do we call some one in?

Dave: I will come over and do an assessment of it after our meeting and maybe we just need to put in a new power supply.

Dave: Archiving for the registry, Ann isn't here so we can discuss that another time. Phone systems and contracts are the next agenda items.

Robin: A contract was signed with FairPoint, it was a 3 year contract. Joe Kowalski had asked the Commissioners what they signed. Commissioner Sorensen was under the impression he was signing just the upgrading of the lines and Commissioner Albee didn't have any recollection of this contract. At this point they are in limbo until they find out what this contract really is for.

Dave: We had 18 phone lines go down last Saturday. These were just the regular POTS lines that went down. When I called FairPoint, they told him they would get to it on Monday. We provide 24/7 service we cannot afford to be down for even a minute. This is another classic example that FairPoint is not providing the level of service they are supposed to. I will be talking to the Sheriff about having an alternative plan.

Robin: What are the options out here? Who are the providers?

Dave: We need to have POTS lines and a digital solution as a back up. FairPoint would be the POTS.

Robin: Can someone other than FairPoint provide that service out here.

Dave W.: Yes, they are CLECs. They have their equipment in the same buildings as FairPoint or Verizon and they manage their equipment themselves so you don't have those issues. You can have those CLEC carriers provide service to you and by law FairPoint has to let them do that.

Dave W.: You want to lay out all the options and see which one makes the best sense for the County.

Dave: FairPoint was supposed to come in and do a cost analysis County wide and quote the cost to put in a PBX and were doing a cost analysis of a combination of copper and T1 lines. I would like to see us get a cost analysis through Time Warner, so we are using cable lines also. Ryan Brooks was going to put together a cost analysis on the Avaya PBX for the campus.

Dave: Storage solution that is county-wide. Would not be backing up to the individual servers, but to the one storage solution server which would be partitioned by department. This could be in a fire protected room and there would be no need to bring back-ups off-site. There will need to be an analysis done on this to assess the needs of all the county departments. We will have to do a needs assessment before we can do a cost analysis.

Wanda: How do we know what we need?

Dave W.: Look in your backup logs and it will tell you that information.

Dave: If we are looking to centralize all of this stuff, we need a room to do this that is temperature regulated and secure.

Robin: What Steph has done so far is make plans to pull the website in house and Dave W. has pricing on Web Expressions.

Dave: If Stephenie is investing in learning the software etc. that may be a solution for the Sheriff's site as well for her to help do our site. This would apply to Jerry as well and cabling, these could be different job duties.

Next meeting Tuesday, 3/9 at 10 am in the Delegation Room.