

NOV 19 1996

TECHNOLOGY COMMITTEE

November 7, 1996

NOT
APPROVED

Present: R. Heineman; E. Sherman; C. Corkey; J. Walchli; D. Button; J. Sinclair; L. Canfield;

J. Margen

The first meeting of the committee was called to order at 4:05 p.m. by Committee Chairman Robert Heineman.

Discussion was held on scheduling another meeting in December, and it was tentatively set for December 10, 1996 at 1:30 p.m.

Joan Sinclair, Social Services Commissioner, gave a brief overview of her department's computer systems. She also reported they have contracted with a programmer, Hank VanderHorst, for one day a week, currently, and hopefully expanding to two days a week in 1997. This person also has a lot of networking experience. He is currently working with their Program Integrity Unit covering fraud investigations, recovery, account tracking, etc. but he could also lend support to other county departments. The cost is reimbursed by the state.

Joan would like to see the several p.c.'s in her department networked with other departments, such as Employment and Training.

Debbie Button discussed what could be done to set up a "hub" system for p.c.'s, ideally, three hubs, one each for the Courthouse, County Office Building and Employment and Training. She also mentioned she has been working on networking the p.c.'s in the Health and Probation departments.

John Walchli stated he would like to see a questionnaire circulated to all departments asking for their input as to the software they would like to have available, the departments they would like to be networked with, their number one priority, etc., as well as questions relating to the improvement/upgrade of the county's telephone system. It was decided to have Debbie and Linda Canfield develop a rough draft questionnaire for review by the committee at its next meeting. Also, Joan will have Hank VanderHorst attend the meeting.

Another suggestion was that the county should look at setting up e-mail for more departments, which would help reduce the paper volume. Debbie noted we are hooked into Vivanet, and five departments are on line. There is also a need for a policy to be implemented for use of the internet.

Linda Canfield outlined our current telephone system, which was purchased in 1983. There are currently 354 extensions, covering telephones, modems and fax machines, throughout the county complex. We have sixteen incoming Direct Inward Dial (D.I.D.) trunks and sixteen outgoing trunks. Our system is in need of upgrading to make available current technology and to provide such features as voice mail, auto-attendant, etc. A proposal to upgrade obtained in August, 1996, from Ronco, totalled over \$135,000. This type of upgrade could be done in stages, if necessary, to spread the cost over several years. Some of the costs could be offset by state and federal aid. It was questioned whether it would be more cost effective to purchase a completely new system rather than invest in upgrading a thirteen year old system.

There being no further business to consider, the meeting was adjourned.

JAN 9 - 1997

TECHNOLOGY COMMITTEE

December 17, 1996

NOT
APPROVED

J. Margeson

Present: R. Heineman; E. Sherman; C. Corkey; J. Walchli; D. Button; L. Canfield;

The meeting of the committee was called to order at 4:00 p.m. by Committee Chairman Robert Heineman.

Under old business, the committee reviewed with Debbie Button, the draft questionnaire she had prepared for circulation to department heads asking for their input as to the software they would like to have available, the departments they would like to be networked with, their number one priority, etc., as well as questions relating to the improvement/upgrade of the county's telephone system. Some additional questions were added regarding any additional training which might be needed, as well as the number and type of fax machines located in the complex. It was recommended that a department head meeting be scheduled early in the New Year, at which the questionnaires would be distributed and discussed.

Debbie reported that at a conference she attended recently in Albany, a program was discussed, known as (M.A.N.) Metropolitan Area Network, which enables counties to access certain state computer files. A pilot program is underway in Schoharie County, and she hopes to work with officials there to set up a similar program in Allegany County. Debbie will look into the possibility of state grant moneys being available for this program.

The committee inspected a storage area adjacent to the Office of Emergency Services, which could be used to house equipment for computer "servers". Funds from Social Services may be available to offset some of the costs involved. Also briefly discussed were the benefits, costs, etc. of fibre optics. Debbie was asked to give a more detailed report on this at a future meeting.

Mr. Heineman noted that the county should look toward having some type of e-mail up and running in the next year.

Discussion was held on the matter of some departments making last minute computer purchases at the end of the fiscal year. John Margeson indicated that a central account could be established from which computer related purchases are made. This could be accomplished during the 1998 budget process. Following further discussion, a motion was made by Truax, seconded by Corkey and carried, that this committee recommend that a single line item account for computer purchases be established and placed

under the jurisdiction of the Data Processing department. In addition, a motion was made by Sherman, seconded by Truax and carried, that the County Administrator be given the authority in the 1997 fiscal year to disapprove the purchase of any hardware or software after November 15th. Referred to Ways and Means Committee.

It was decided that the next meeting of the committee would be held on January 14, 1997 at 3:00 p.m. NOTE: This was subsequently changed to January 21, 1997 at 3:00 p.m.

Mr. Heineman reported he had received notification from Dick Rivers, of BOCES, regarding a three-county feasibility study for telecommunications grant money through A.R.C. A meeting will be held December 20th at the Belmont BOCES. Ed Sherman and John Margeson will represent Allegany County. A motion was made by Truax, seconded by Corkey and carried, to approve a committee per diem for Ed Sherman for this meeting.

A brief discussion was held on the need for a policy regarding the use of laptop computers which are loaned out to county employees for use at home.

There being no further business to consider, the meeting was adjourned.