

NOT
APPROVED

JAN 30 1997

TECHNOLOGY COMMITTEE

January 21, 1997

Present: R. Heineman; C. Corkey; K. Nielsen; R. Truax; J. Walchli;

The meeting was called to order at 3:05 p.m. by Committee Chairman R. Heineman.

The minutes of the November 7 and December 17 meetings were approved on a motion by Truax, seconded by Nielsen and carried.

Carl Peterson, Director of Employment and Training, gave an overview of his department's computer systems, and what he has planned for the immediate future. He noted that all the computers in the department will soon be networked together. He is working with the Department of Social Services to perfect the download of Department of Labor and D.S.S. information. He would like to have a different data base software package.

His department is now on the internet and they have a lot to learn! They are working on an Allegany County logo for their web site and are considering using a map of the county. The State Dept. of Labor is asking for data and he would like to proceed as soon as possible. His department is also working to develop word perfect templates to produce their own stationery and fax cover sheets, and if they can acquire a color laser printer, they will also be able to produce their informational brochures in-house.

Mr. Peterson also noted that if an automated accounts payable system was available on computer, it would be a timesaver for his department.

Finally, he believes our telephone system is antiquated and he has been experiencing more and more difficulties with it. He would like to see a telephone system with more advanced technology available.

The committee met with Hank Vanderhorst, who contracts with the Dept. of Social Services for computer services. His background is in programming. Currently, he is working approximately 35 hours per month for the department with the goal of networking the entire department. He is also helping the department to better utilize their equipment.

Debbie Button presented a summary of the questionnaire she distributed to all departments. See attached. This was reviewed at some length by the committee. Debbie noted it was her goal to network county offices by March, using existing cabling and manpower.

It was decided to designate Ed Sherman as our representative to the Gateway Telecommunications Committee. The next meeting is scheduled for February 5, 1997 at 1:00 p.m., Belmont BOCES.

Discussion was held on the need to research what works and what doesn't with computer programs. The private sector has already done this, and we could use their knowledge to our advantage. Curtis Corkey indicated he would be willing to provide information he had acquired with regard to various computer programs used by his employers. He was asked specifically to let us know what type of e-mail software package his company favors.

John Margeson noted that he had reviewed the cellular telephone request for the Chairman of the Board. It appears there shouldn't be a problem making and receiving calls when the Chairman travels to Albany and he will authorize a phone for Mr. Walchli. Mr. Margeson also noted that he is looking into discontinuing the contract with Rochester Telephone and contracting with CellularOne, to provide better and cheaper service. He is asking the County Attorney to review the current contract.

John Walchli noted that he would like the county to continue an on-going computer training program for county employees and that perhaps the new Personnel Director can help in setting this up later in the year.

With regard to the telephone system, Linda Canfield was requested to contact telecommunications suppliers in the area and begin obtaining information for a new system.

The committee's next meeting will be in March, at a date and time to be determined later.

Meeting adjourned.

Questionnaire Summary

No Response:

County Attorney
Department of Social Service
Personnel
Mental Health
Administrative Assistant

The following departments do not want to be networked with anyone.

Voters
Fire (Brenda)
Fire (Dispatch)
Sheriff (Within department only)
Weights & Measurers

The District Attorney wants to be online with NYS and Local Police Depts.

Department of Public Works	--> Real Property, Planning, OES Health, Treasurers, Soil & Water.
Real Property Tax	--> Department of Public Works, Planning, OES, Treasurers
OES	--> Real Property, Department of Public Works, OES, Planning, Health
Probation	--> Treasurer, County Attorney, District Attorney, DSS, County Clerk, Courts, Sheriff's Department.
Treasurer	--> Real Property, County Clerk, All Departments for financial aspects.
Clerk of the Board	--> County Attorney, Administrator, Treasurers
County Clerk	--> Treasurers, Real Property, Court System
Veterans Service	--> County Clerk, Real Property

Economic Development	--> Employment & Training, Planning
Employment & Training	--> DSS, OFA
Health Department	--> DSS
Office for the Aging	--> DSS, Health, Treasurer
Worker's Compensation	--> Treasurer
Judy Samber	--> District Attorney, DSS, Health

Telephone Summary

Office for the Aging ---> **DO NOT COMPUTERIZE ANY RECEPTION ACTIVITIES. More outside lines.**

Health Department ---> **Unknown**

Employment & Training ---> **Phone Directory, voice mail**

Clerk of the Board ---> **Improved efficiency, voice mail**

Veterans Service ---> **Update system (lose calls)**

County Clerk ---> **Multi line system to be able to pick up anywhere**

Economic Development ---> **Voice mail, internal phone directory**

Treasurer ---> **Multi line system, voice mail, hold**

Probation ---> **Dump Ronco, voice mail (answering machine)**

Office Emergency Ser. ---> **Has own system**

Real Property Service ---> **Voice Mail**

Public Works ---> **Conference calling, redial, more outside lines, redial,**

Judy Samber ---> **Better tie into court system (w/o dialing 268)**

Workers Comp ---> **A complete telephone extension listing by individual, with department affiliation.**

Data Processing ---> **Voice mail**

FAX Machines: (By Department) for Allegany County Office Building(s)

<u>Department</u>	<u>Manufacturer & Model</u>
Board Of Legislators	Xerox Telecopier 7024
County Clerk	Royal RFX-2100
Data Processing	Brother MFC 4550
Health Department	Panasonic Panafax UF-300
Probation Department	Brother MFC 1950MC
Department Of Public Works	Brother IntelliFAX 980M
Sheriff	HP OfficeJet Brother IntelliFAX 1150
Social Services	Panasonic Panafax UF-300

Modems: (By Department) for Allegany County Office Building(s)

	<u>Department</u>	<u>Modem Manufacturer</u>	<u>Speed (bps)</u>
1165	Dist. Atty	Zenith	28.8
1325	County Treasurer	U.S. Robotics	33.6
		Zenith	28.8
		TelePath (Gateway 2000)	28.8
1420	County Atty	TelePath (Gateway 2000)	33.6
		TelePath (Gateway 2000)	14.4
		Generic Rockwell Based	14.4
1450	Elections	Hayes	28.8
1490	Dept. Of Public Works	Zoom	33.6
		Zoom	33.6
1680	Data Processing	Zoom	33.6
		Zoom	33.6
1710	Workers Comp.	Zoom?	33.6
2960	Health - Special Education	Zenith	14.4
		Zenith	28.8
3110	Sheriff	Zenith	28.8
3140	Probation Department	Zenith	14.4
4010	Health Department	Hayes	9600
4037	Health Dept - Lead	Infotel	9600
4052	Health Dept - IHAP	Infotel	9600
4056	Health Dept - Immu.	U.S. Robotics	33.6
6010	Social Services	?????	9600
		U.S. Robotics	33.6
6290	Employment & Train.	Hayes	9600
		Supra	28.8
		U.S. Robotics	33.6
6778	Office For The Age	Zoom	33.6
		Zoom	9600
6989	Tourism	Zenith	28.8
7310	Youth Bureau	Infotel	9600
8020	Planning	Hayes	9600

J. Margeson

TECHNOLOGY COMMITTEE

March 18, 1997

NOT
APPROVED
APR 1 1997

Present: R. Heineman; K. Nielsen; R. Truax; E. Sherman; C. Corkey; J. Walchli;

The meeting was called to order at 3:00 p.m. by Committee Chairman R. Heineman. The minutes of the January 21, 1997 meeting of the committee were approved on a motion by Nielsen, seconded by Truax and carried.

Legislator Heineman introduced Connie Beckman, Director of the Alfred University Computer Center. Ms. Beckman distributed information and discussed with the committee the need to have our state legislators and the Public Service Commission focus on upgrading rural access service and to abolish Local Area Telephone Access (LATA) barriers. (See information attached to original minutes). John Walchli suggested it might help if a resolution could be adopted by the Board of Legislators and then presented to and adopted by the Inter-County Association of Western New York.. Ms. Beckman will fax information to John Margeson regarding this. Motion was made by Nielsen, seconded by Truax and carried, to request the County Attorney to prepare a resolution.

Also discussed was the Gateway Technology Committee's breakfast meeting on April 14th, at the Wellsville Country Club beginning at 8:15 a.m. The cost will be paid from the Employment and Training and Economic Development budgets. A motion was made by Truax, seconded by Sherman and carried, for the Technology Committee to co-sponsor this meeting with the Planning and Development Committee.

Debbie Button, Director of Data Processing, reported that one server has been moved into the space provided in the Emergency Services Dept., and two more remain to be installed.

Debbie requested that her department budget be reimbursed in the amount of \$4,942 for the purchase of a lap-top computer for the Chairman of the Board and CD ROM software purchased for the Courts. Books damaged by water during construction are being replaced with CD ROM software. The county will eventually be reimbursed for the software through insurance claims. A motion was made by Nielsen, seconded by Sherman and carried, to approve the transfer of this amount from Contingent and refer the matter to the Ways and Means Committee.

Debbie also noted that when we get the web page pulled together, she will be able to acquire unlimited e-mail addresses for \$75.00 per month.

Curtis Corkey reported that he is attempting to obtain a quote for a "groupware" system known as Lotus Notes, from Inacon of Rochester. He hopes to report further on this at our next meeting. Curtis also mentioned that he had spoken with a representative of Executone, regarding a new telephone system for the county. They are interested in making a presentation to the committee. Curtis noted that Executone was the supplier of the Morrison Knudsen telephone system, and that ABB had a new system installed by Lucent Technologies.

Linda Canfield reported that both Ronco Communications and Lucent Technologies are very interested in giving presentations to the committee on new telephone systems for the county office complex in Belmont. It was decided to set a special meeting of the committee for this purpose on April 17, 1997 at 3:00 p.m.

Linda also distributed to the committee details of a proposal she had negotiated with ACC Long Distance, to provide long distance telephone service to the county complex. Based on an analysis of the county's current Frontier Long Distance telephone bill, it appears the county may save at least \$1,000 per month (\$12,000 p.a.) and perhaps as much as \$1,500 per month (\$18,000 p.a.) on long distance service with ACC. The new long distance service with ACC is scheduled to go into effect on April 1, 1997.

Meeting adjourned.

**A RESOLUTION MEMORIALIZING THE NEW YORK STATE LEGISLATURE
TO ABOLISH LOCAL AREA TELEPHONE ACCESS (LATA) BARRIERS AND
PROVIDE INCENTIVES FOR ENHANCED TELECOMMUNICATIONS
INFRASTRUCTURE IN RURAL NEW YORK STATE AND ALLEGANY COUNTY
NEW YORK**

Offered by: Technology Committee

WHEREAS, there presently exists in rural New York State and in Allegany County, N.Y. inadequate and cost prohibitive access to available telecommunication opportunities, and

WHEREAS, enhancing the ability of Allegany County residents to access such services and improving the infrastructure necessary to access such services will heighten the opportunity for economic growth, improve our local educational systems and provide greater means of personal enrichment, and

WHEREAS, the cause of conditions limiting access and creating a cost prohibitive environment for such service is the existence of an antiquated telecommunications Local Area Telephone Access (LATA) structure which, by its very nature, levies onerous usage tariffs, and

WHEREAS, the development of rural New York State and Allegany County shall continue to be thwarted unless and until these prohibitive barriers are removed by State Legislative action, now, therefore, be it

RESOLVED,

1.) That the State of New York, under the auspices of agencies or commissions available to it, investigate the feasibility of dissolving Local Area Telephone Access barriers

2.) That, if found feasible, the Local Area Telephone Access barriers which preclude inexpensive access to world wide telecommunications be dissolved

3.) That incentives, financial or otherwise, be created to facilitate the provision of expanded telecommunications infrastructure in rural New York State including, but not limited to, Allegany County, New York.



J. Margeson

ALLEGANY COUNTY COMMUNITY SERVICES

Mental Health, Mental Retardation, Alcoholism and Drugs

45 NORTH BROAD STREET, WELLSVILLE, NEW YORK 14895

ROBERT W. ANDERSON, PH.D., DIRECTOR

TELEPHONE (716) 593-1991

FAX (716) 593-7104

ALLEGANY COUNTY COMMUNITY SERVICES BOARD

April 15, 1997

**NOT
APPROVED**

APR 24 1997

Members Present

K. Brown
L. Edwards
E. Howard
S. Keenan
E. Krumm
L. McCluskie
R. Parker
R. Rao
A. Saylor
R. Truax
A. VanderLinde

Members Unavailable

G. Gilmartin
J. Peeters

Guests

M. Henry
L. Jakovac
E. Kayes
B. Starr
R. Witkowski

The Allegany County Community Services Board meeting was held on Tuesday, April 15, 1997 at Community Services, 45 N. Broad Street, Wellsville, NY.

I. OLD BUSINESS

- A. Roll Call - Meeting was called to order by Edna Howard, Chairman, at 7:00 p.m. Gene Krumm resigned as Chairman because of a conflict of interest. He is also Chairman of Allegany Council, ARA and ARC Boards.
- B. Approve Minutes - Motion made by Albert VanderLinde, seconded by Ronald Truax to approve all previous CSB minutes. VOTE: Unanimous.
- C. First Quarter 1997 Reports
 - 1. Mental Health Association

Michele Henry reported on the Adult Compeer Program. Four volunteers were interviewed and three were matched with clients. The Advisory Board was expanded to 8 members. John Walchli, Chairman of Allegany County Legislators, signed a proclamation proclaiming Compeer Friendship Week April 13-19. Plans were made with Alfred State College students and Michael Cobb for a luncheon on May 10 at the college. Eighteen volunteers reported 228 direct hours this quarter.

Edna Kayes reported on the Youth Compeer Program. There are currently 13 matches. In January, 1997 there were 49 direct hours. The Youth Compeer Program went bowling. In February, 1997 there were 50 3/4 direct hours. There were two programs: Alfred Martial Arts Association did a demonstration and Scott Grantier from C&F ICM Program did a presentation. In March, 1997 direct hours were not available. The Program went to the movies. This quarter is the beginning of "Kind Deed" Program. Each child must complete 3 kind deeds from their parents, someone in school and any other person of their choice before each outing each month.

2. Allegany Council - Brenda Starr

Ms. Starr discussed the MICA Program run by Teresa McMahon. They are in the process of meeting regulations to move the program from 76 Park Avenue back to 45 N. Broad Street. They are waiting for the license from OASAS. They serve 33-36 people. Allegany Council is waiting for the results of a Medicaid audit. Several counselors have been off for illnesses or resignation. Prevention Education Program is going into the schools to do presentations. Trapping Brook House was discussed regarding renovations or getting a new facility. Supportive Living Program is doing well.

3. ARC - Dick Witkowski

Mr. Witkowski expressed concerns regarding residential facilities in Alfred and Belmont regarding financing. ARC is working on converting to the new financial formula. Lack of passing the state budget is monitoring the cash flow. The Community Recognition Dinner was in March. Guest speaker "Original Rainman" from the film. Father presented at the banquet. ARC is working on new contracts. Mr. Witkowski summarized the financial summary at the request of Mr. Krumm.

4. ARA - Len Jakovac

The first part of the report did not include the support staff who are also important. ARA provides crisis services face to face 24 hours a day by three state employees. The cost of units of service is the total expenditure divided by the number of clients. Spending and revenues are on target this quarter. COPS is an adjustment to Medicaid payment. ARA is trying to hire a child psychiatrist, however, five employees are providing childrens services currently. ARA is looking at a new electronic billing system which is quite expensive. The payments will come in much faster. Medicaid is the chief source of revenue.

Dr. VanderLinde commended the Executive Directors for their excellent reports.

II: NEW BUSINESS

A. Subcommittee Reports

1. Alcohol - did not meet
2. Developmental Disabilities - Gene Krumm

State representative, Wayne Ormsby, attended. Guidelines for Local Government Plan were discussed and due at the end of April. The 10 counties are trying to simplify the planning procedure. Guest respite are not able to continue to provide respite at the same \$50 as has been the fee for a number of years. Bonnie Amidon is working on the LGP with Dick Witkowski and others. Many people are involved in the planning process for students transiented out of school. Funding for the school comes from the State Education Fund.

3. Mental Health - Kathy Brown

Judy Hoberg, deputy from the Allegany County Jail, was guest speaker. She discussed the process of distributing meds in the jail. One concern she has is mental health clients are released with no follow up and end up again at the county jail. May is mental health month. Darren Fleeger will show a video on how mental health and mental illness affects clients.

- B. Executive Committee - did not meet
- C. Director's Report - Dr. Anderson is in Albany.
- D. Chairman's Log - Edna Howard

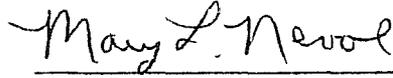
Edna Howard has assumed the position of Chairman. Linda Edwards was appointed secretary. Dr. VanderLinde, Vice-Chairman, resigned from the CSB. He made a motion to nominate Richard Parker as Vice-Chairman, seconded by Alton Saylor. VOTE: Unanimous.

The next Community Services Board meeting will be May 20. There are no meetings in June, July and August.

Gene Krumm reported on the Community Services building which is now compliant for the MICA Group due to the installation of emergency lights, exit signs, handicap ramp, hand rails on the porch, handicap accessible bathroom etc. There is increased parking in the back due to the removal of a barn. Mr. Krumm thanked Dr. Anderson for his support and help in seeking alternatives for Trapping Brook House. Dr. Anderson is Chairman of the OASAS Subcommittee for N.Y.S. Conference of Local Mental Hygiene Directors in Albany. Allegany Council has signed a contract taking over the responsibility of Trapping Brook House. HMO concerns were discussed. It controls the treatment given as well as the costs. Dr. VanderLinde complimented Dr. Anderson on his excellent work and communication skills.

A motion to adjourn the meeting was made by Alton Saylor, seconded by Ronald Truax. Meeting was adjourned at 8:05 p.m.

Submitted



M. Nevol, Recorder

APPROVED

L. Edwards, Secretary

J. Margeson

TECHNOLOGY COMMITTEE

NOT
APPROVED

April 17, 1997

APR 24 1997

Present: R. Heineman; K. Nielsen; R. Truax; C. Corkey; E. Sherman; J. Walchli;

The minutes of the March 18, 1997 meeting were approved on a motion by Truax, seconded by Nielsen and carried.

John Choczynski and Joseph Radetich, representatives of Ronco Communications and Electronics of Buffalo, were welcomed to the meeting and gave a presentation on a proposed new telephone system for the county office complex in Belmont. The total pricing for the new system is \$198,500. Lease/purchase rates would be \$6,411 for 36 months, or \$4,228.05 for 60 months. Zero buyout. A complete copy of the proposal showing the equipment included in the pricing is on file in the Clerk of the Board's office.

Scott Yanity, representative of Lucent Technologies, Amherst, was also welcomed to the meeting and presented information for a new telephone system for the county office complex. Mr. Yanity gave some verbal quotations for the system, which included 300 analog and 50 digital telephones, voice mail, etc. for a total of \$125,000. Lease/purchase arrangements are available, and would be \$2,143 for 72 months or \$2,508 for 60 months. Zero buyout. Battery back-up was not included. He noted that his figures were "ballpark" based on discussions with Linda Canfield, and that he would like to do a more precise study and present a formal quotation.

It was decided that a more detailed proposal should be obtained from Lucent Technologies, and that Executone, another telephone system provider, would be given the opportunity to make a presentation at the next meeting of the committee.

A motion was made by Nielsen, seconded by Sherman, that all future software purchases should be in compliance with the year 2000 and that this assurance be obtained, in writing, from all vendors.

A referral from the Personnel Committee was considered, which requests review and approval of computer equipment and training, compiled by Debbie Button, for the Personnel Office. If approved, it will require referral to Ways & Means Committee for a transfer of funds from Contingent totalling \$13,010. Following discussion, a motion was made by Nielsen, seconded by Truax and carried, to approve and refer to Ways & Means. (Opposed: Corkey).

Meeting adjourned.

9. Margeason

TECHNOLOGY COMMITTEE

NOT
APPROVED

June 3, 1997

JUN 5 1997

Present: R. Heineman; R. Truax; C. Corkey; E. Sherman; J. Walchli;

The minutes of the April 17, 1997 meeting were approved on a motion by Sherman, seconded by Truax and carried.

Mary Kay Gray, representative of ICS/Executone, Rochester, was introduced and presented information for a new telephone system for the county office complex. Total pricing for the system is \$145,486.92. Lease/purchase rates were provided, with an example given of an 84 month lease with a monthly payment of \$2,156.84. Battery back-up was not included, and Ms. Gray will provide pricing at a later date. A complete copy of the proposal is on file in the Clerk of the Board's office.

Curtis Corkey offered to prepare a matrix showing all three proposals the committee has received so far from Ronco, Lucent and Executone. He will have this available by the next meeting.

Linda Canfield asked if the committee would consider retaining a consultant in the telecommunications field, who could advise the committee on the content of these proposals, how they compare, what would be the best course of action to follow, etc. It was agreed that Linda should obtain some information on a couple of consultants, their fees, etc. and report back at the next meeting of the committee.

Discussion was held on the need to proceed without further delay on the preparation of the county's web page. It was noted that Frank Duserick of Alfred University has a student, with the expertise to prepare the web page, at a cost of around \$200. He would work directly with Debbie Button. A motion was made by Truax, seconded by Sherman and carried, to proceed in this manner.

The next meeting of the committee will be held on July 21, 1997 at 3:00 p.m.

Meeting adjourned.

J. Margeson

TECHNOLOGY COMMITTEE

July 22, 1997

NOT
APPROVED
AUG 1 1997

Present: R. Heineman; R. Truax; C. Corkey; E. Sherman; J. Walchli;

The minutes of the June 3, 1997 meeting were approved on a motion by Sherman, seconded by Corkey and carried.

Discussion was held with Debbie Button in regard to two new positions she would like created and funded in the 1998 budget. The first position is a Programmer, full-time, at a proposed salary of \$28,575. The second position is a part-time Micro-computer Network Technician at a proposed salary of \$15,000. Discussion was held with Debbie regarding what she hopes to accomplish with these positions. She is working with Dale Dutton on job specifications. She indicated there might be some recovery of costs from Social Services, Health, and perhaps Probation and Employment and Training. Debbie was directed to check with all departments which receive state and/or federal reimbursement, to see if they too, could be charged back for some of these computer services, and to provide the committee with more precise figures as to the revenues which may be generated to offset those costs.

Debbie reported that she hopes to get started with the web page on August 4th. Terry Caleb of Alfred State will work with Debbie as a consultant on this project, at a cost of \$30.00 per hour. Debbie also noted that our internet provider is now EZnet, due to Vivanet having gone out of business.

The committee reviewed with Curtis Corkey the spreadsheet he prepared showing the various proposals from Ronco, Lucent and Executone for a new telephone system. This was discussed at some length. Linda Canfield distributed information she had obtained from two telecommunications consultants, (Fred Wood and John Audino) regarding their fees and services. Both consultants charge a basic \$80.00 per hour, and estimated it would take them between 10 to 15 hours to review the proposals, meet with the three vendors, and prepare a report. Before proceeding in that direction, the committee decided that it would be preferable to have a meeting with Fred Wood, and to request that he attend our next meeting on August 19th at 3:00 p.m. to discuss the proposals, and to provide a cost estimate should the county decide to proceed with solicitation of formal bids and request his assistance in the preparation of detailed plans and specifications.

Meeting adjourned.

J. Margeson

TECHNOLOGY COMMITTEE

August 19, 1997

NOT
APPROVED
AUG 25 1997

Present: R. Heineman; R. Truax; C. Corkey; E. Sherman; K. Nielsen;

The minutes of the July 22, 1997 meeting were approved on a motion by Truax, seconded by Sherman and carried.

Fred Wood, P.E., Consulting Engineer, was welcomed to the meeting. He had been requested to meet with the committee to discuss the proposals received from Ronco, Lucent and Executone for a new telephone system, as well as to provide a cost estimate should the county decide to proceed with solicitation of formal bids and request his assistance in the preparation of detailed plans and specifications. Mr. Wood presented a preliminary estimate for this work based on the information provided so far, as well as his past experience with our current telephone system. The estimated cost for this work is \$14,632. (See attached). Mr. Wood noted that he would be pleased to work on this project for Allegany County, but it would be two to three months before he could devote any time to it, as his work load is very full at the moment. Following further discussion, a motion was made by Nielsen, seconded by Sherman and carried, to approve entering into a contract with Mr. Wood with the understanding that it does not exceed the estimated amount of \$14,632. Mr. Wood will prepare a proposed contract and forward it for the committee's consideration and later submission to the full board for approval.

Linda Canfield reported that she had met with a representative of A.T. & T. concerning a recent state contract which had been negotiated by the State Office of General Services relative to providing long distance service to New York State and its municipalities. This contract will reduce long distance rates considerably and provide T-1 dedicated service. There would be no charge for the T-1 lines but the municipality would have to guarantee an average of \$1,500 per month in long distance charges. Our current contract with ACC runs until December 31, 1997. It may be possible to renegotiate our rates with ACC during the remainder of our contract in view of the A.T. & T. rates and contract. Linda will look into this further, and report back to the committee next month.

Debbie Button gave a preview of the county's proposed web page. She aims to have this on the internet by September 5th. Our internet address will be www.co.allegany.ny.us.

Debbie also reported that she had spoken with John Margeson regarding the funds which might be available to offset the cost of the two new positions she is requesting to be

created for 1998. Mr. Margeson noted he had identified approximately \$40,000 in revenue from the Social Services and Health departments which could be generated by charging those departments for the computer services to be provided through these proposed positions. Also, there may be some revenue from the Office of Employment and Training available. The first step would be to prepare job descriptions for committee approval. A motion was made by Sherman, seconded by Truax and carried, endorsing the proposal to create these two positions and to proceed with the preparation of job descriptions. (Voting No: Corkey. Mr. Corkey stated for the record that he is opposed to two full time positions, and would prefer that either one part-time position or one full-time position be considered instead).

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

FREDERICK S. WOOD, P. E.

Consulting Engineer

129 Halston Parkway East Amherst, New York 14051-1891

Telephone: 716-688-8989 FAX: (716)-688-1085

August 19, 1997

Ms. Linda Canfield, Clerk
Allegany County Board of Legislators
County Office Building
Belmont, New York 14813

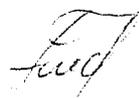
Dear Linda:

In response to your letter of July 23, 1997, I am looking forward to meeting with you and your committee on Tuesday afternoon to discuss telephone systems. As you requested I have put together a preliminary budget cost estimate for the preparation of plans and specifications for replacement of the telephone system based upon the information you provided, as well as my past experience when the existing system was procured many years ago. After I have had a chance to review your requirements in more detail on Tuesday, I will be able to provide a more refined estimate.

Included in this preliminary estimate is an allotment of time for the preparation of a detailed listing of each telephone station with all of its attributes, for inclusion in the bid package. An alternative would be to require the bidder to perform this function as a part of their system configuration obligation, which is frequently done in the procurement of a telephone system. Then in the specifications the approximate number of each type of telephone sets required could be listed along with a schedule of unit prices. For bidding purposes, the system would be configured based upon this approximate number of stations, but the final system configuration would be determined after the station surveys were completed and the contract price would then be adjusted based upon the unit price schedule. This would certainly decrease the time requirement. We can discuss this as well as items in the estimate during our meeting. The actual total cost of engineering services for this project would be based upon the number of hours expended.

I hope this information is sufficient for your budget planning requirements.

Sincerely,



Frederick S. Wood, P.E.

Engineering Cost Estimate

Allegany County Telephone System Replacement

August 19, 1997

<u>TASK</u>	<u>HOURS</u>
1. Meet with County depts. to review requirements and prepare K-plan sheets	16
2. Prepare specifications	44
3. Bidder's meeting	8
4. Bid analysis & report	16
5. Contract negotiation	8
6. Coordinate & follow-up installation	12
7. Final inspection	6
8. Travel time - 8 trips @ 4 hrs. ea.	32
Total hours:	142
	x80
	\$11,360.00
Overhead @ 20% :	2,272.00
Total Professional Services:	\$13,632.00
Job expenses including mileage, printing of specs, etc.	1,000.00
Total estimated cost:	\$14,632.00

J. Margeson

**NOT
APPROVED**

SEP 17 1997

TECHNOLOGY COMMITTEE

September 12, 1997

Present: R. Heineman; R. Truax; C. Corkey; E. Sherman;

The minutes of the August 19, 1997 meeting were approved on a motion by Truax, seconded by Corkey and carried.

Linda Canfield presented the 1998 budget estimate for the Central Telephone Account No. A1610.4. This was reviewed by the committee and a motion was made by Truax, seconded by Corkey and carried, to approve the Budget Officer's recommendation as submitted.

Linda also presented copies of a proposed contract with Fred Wood for professional engineering services in relation to a new telephone system for the county complex. It was decided that the committee members would study this prior to the next meeting of the committee and discuss at that time. The next meeting of the committee was set for October 21, 1997 at 3:00 p.m.

Also discussed was the A.T. & T. state contract providing T-1 dedicated service and reduced long distance rates as reported at the last committee meeting. It has since been determined that because of these large reductions, we would not be able to meet the minimum \$1,500 per month in long distance charges. However, Linda reported she is negotiating with ACC, our present long distance carrier, and they have indicated they may be able to match the A.T. & T. rates and provide T-1 service. A proposal from ACC will be forthcoming in the next week or so, and a report will be given to the committee in October.

Debbie Button presented the 1998 Data Processing budget estimate for Account No. A1680. It was noted that the Budget Officer had incorporated into this a consolidated figure for computer hardware and software requested by all county departments, except those which receive state and/or federal aid. Following discussion, a motion was made by Truax, seconded by Heineman and carried, to approve as recommended by the Budget Officer. (Voting No: Corkey).

A motion was made by Truax, seconded by Heineman and carried, to go into executive session, in order to consider the medical, financial, credit or employment history of a particular person or corporation.

Technology Committee
September 12, 1997

Page Two

A motion was then made by Truax, seconded by Corkey and carried, to go out of executive session.

Meeting adjourned.

J. Margeason

NOT

APPROVED

OCT 23 1997

TECHNOLOGY COMMITTEE

October 21, 1997

Present: R. Heineman; R. Truax; K. Nielsen; C. Corkey; E. Sherman; J. Walchli;

The minutes of the September 12, 1997 meeting were approved on a motion by Corkey, seconded by Sherman and carried.

The proposed contract with Fred Wood for professional engineering services in relation to a new telephone system for the county complex was discussed. A motion was made by Corkey, seconded by Nielsen and carried, to approve this contract and to refer to the County Attorney's office for the preparation of a resolution.

Linda Canfield discussed recent developments concerning the T1 proposal from ACC. See attached Options 1, 2 and 3. It was the opinion of the committee that we go with Option 3 and wait until the county's new telephone system is in place sometime next year before seeking a T1. The county's needs for internet access will also be more clearly defined by that time. In the meantime, ACC will offer to match the "switched" long distance rates which had been offered by AT&T, and which will result in further savings to the county of approximately \$500 per month. This offer should be forthcoming shortly. It has not been determined if ACC will require the county to enter into an extended contract for these reduced rates. If so, it will be referred to the committee for a decision.

A referral from the Planning & Development Committee was discussed. It was requested that a meeting be set up with appropriate department heads, agencies, and others to coordinate the purchasing of specialized software. Debbie Button set up a GIS user's group meeting on October 17, 1997 and those attending included Hans Peeters, Keith Barber, Mike Kear, Bob Wright, Louise Windus and John Tucker. See attached minutes of that meeting.

Debbie Button also requested approval of the committee to create two new positions, i.e. a Microcomputer Network Administrator and a Programmer to be effective January 1, 1998. Following discussion, a motion was made by Truax, seconded by Sherman and carried, to approve the creation of these two positions and to refer this to the Personnel Committee for further action.

Technology Committee
October 21, 1997

Page Two

It was decided the committee would meet again in December at a date and time to be determined later.

Meeting adjourned.

Allegany County GIS User's Group

Meeting Agenda/Minutes

Meeting Title	GIS User's Group	Start Time	11:00 AM
Results Desired	Identify County Needs	Stop Time	12:00 - Noon
Date	October 17, 1997	Place	Room 220 County Office Bldg.

PERSONS ATTENDING

1	Debbie Button, Director Data Processing	2	Bob Wright, Real Property Director
3	Hans Peters, Director Health Dept.	4	Louise Windus, Real Property Mapping Tech.
5	Keith Barber, E911	6	John Tucker, Director Emergency Services
7	Mike Kear, County Planner	8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	

ITEMS TO BE DISCUSSED

1	Departmental Capabilities and future needs	X
2	Collaboration between Departments	X
3	Grants and individual department contributions.	X
4		
5		
6		
7		
8		
9		
10		

MEETING NOTES

1	<u>Each Department expressed their need for GIS:</u>
2	Health - Location of new and repaired septic systems. Location of individual wells. Has Map Info GIS Software.
3	Emergency Services - Plotting and tracking toxic releases and spills. Flood Plain Elevations.
4	E-911 - Numbering of new structures in the county. Has Map Info GIS Software.
5	Planning - Ability to build the digital information from sources provided by others. Has ArcView 3.0a Software.
6	Real Property - Using ARC View 3.0 with Tax Parcels being developed by outside firm. Has Plotter. Needs Time.
7	
8	<u>Short Term Goals:</u> Look at how this existing information can be used to assist each other. Develop maps
9	using existing data bases that can be used to demonstrate the capability.
10	<u>Long Term Goals:</u> Provide Funding for central Depository of data and ability to generate data maps upon request. (Deb to surf the net for possible grant sources and provide to KEAR for follow-up)

Proposal for Alleghany
County



Option 1

Purchase a channel bank and split a "T" for voice and data. The cost of the channel bank is approximately \$3000. The savings would be \$750/month in Long distance. There is a \$408 charge to install the "T" with a \$1506.20 monthly charge. There is a \$1000 charge for the install for Internet, and a \$750/month charge for access.

Option 2

Install the "T" now for just the Internet and when the new PBX is installed split the "I". This would save you the channel bank charge but you wouldn't receive the Long distance savings. If it is going to take longer than 6 months for the new PBX and Internet is mandatory ASAP, then this option is better than Option 1.

Option 3

Wait for the new PBX

MICROCOMPUTER NETWORK ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position with responsibility for the administration, operation, configuration, security, control and coordination of a network of personal computers and related peripherals. Does related work as required.

TYPICAL WORK ACTIVITIES

Serves as network administrator for multiple personal computer networks;
Coordinates network installation, data development and report generation;
Provides technical support to staff utilizing a personal computer network;
Configures and coordinates a personal computer network;
Evaluates data processing needs and applications for a network to suggest modifications to a system to increase efficiency;
Serves as a liaison with Data Processing Director and private consultants;
Accesses databases, designs reports and extracts data;
Troubleshoots errors in current systems;
Trains users in proper function and utilization of the network system;
Establishes security profiles for users;
Works closely with Data Processing Director to assign, delete and control security passwords to ensure integrity of the network.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Considerable knowledge of PC networks including: Windows 95, Windows NT, Novell; considerable knowledge of PC network principles, methodology and configuration, troubleshooting network malfunctions; considerable skill in understanding and comprehending technical manuals and instructions related to network configuration.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in

Computer Science and three years experience in various networks including experience in overall network administration; or

- (B) Graduation from a regionally accredited or New York State registered college or university with an A.A.S. degree in Computer Science and five years of full-time experience in various networks including experience in overall network administration; or
- (C) An equivalent combination of training and/or experience.

ADOPTED:

ALLEGANY COUNTY DEPARTMENT OF CIVIL SERVICE

Establish the salary range of the Network Administrator in NU16/\$27276-\$35606. (1998 salary to be determined).

PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving the primary responsibility for the analysis, selection, design, development, documentation and support of information systems on a multitude of computer platforms. Work is done under the general direction of the Director of Data Processing. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs, programs, tests, and documents current and new computer applications on various computer platforms;
Conducts interviews with County Departments for fact-finding purposes;
Provides technical assistance to management and less experienced staff members;
Performs job duties and assignments with a minimum of supervision.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern programming techniques, implementation techniques, application system analysis/design; considerable skill in reading and comprehending technical installation manuals; good knowledge of the operation and capabilities of an IBM AS/400 and IBM/IBM compatible personal computers; good knowledge of RPG, Cobol, C++ and dBase programming languages; considerable oral and written communication skills.

MINIMUM QUALIFICATIONS

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science and three years experience in computer programming; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an A.S.S. degree in

Computer Science and five years experience in computer programming; or

(c) An equivalent combination of training and/or experience.

ADOPTED:

**ALLEGANY COUNTY DEPARTMENT OF CIVIL
SERVICE**

Establish the salary range of the Programmer in Unit17/\$23951-\$30048.
(1998 - \$24,661-\$30,958)

John M.

TECHNOLOGY COMMITTEE

December 9, 1997

NOT
APPROVED
DEC 10 1997

Present: R. Heineman; R. Truax; C. Corkey; E. Sherman; J. Walchli;

The minutes of the October 21, 1997 meeting were approved on a motion by Truax, seconded by Sherman and carried.

Linda Canfield reported that she was able to negotiate a further reduction in the County's long distance telephone rates with ACC without a long-term contract commitment. The lower rates are on a month-to-month basis and should result in another \$500-\$600 decrease per month in our telephone bill. This arrangement ensures the county is not locked into one long distance carrier, and will be able to take advantage at any time of further reductions offered by other companies. A conservative estimate of the county's savings in long distance costs per year is \$18,000.

The Clerk of the Board noted that Fred Wood had signed the contract for professional engineering services for a new telephone system, and he is expected to begin work in January, 1998.

Debbie Button met with the committee and requested a resolution to abolish the position of Microcomputer Specialist effective January 2, 1998. This was approved on a motion by Truax, seconded by Sherman and carried. The County Attorney is requested to prepare a resolution for consideration at the December 22, 1997 board meeting.

Debbie reported that the Personnel Office has mailed out several applications in response to recent newspaper advertisements for the two new positions of Microcomputer Network Administrator and Programmer which were created recently. She hopes to review these after the December 19th cut-off date, and begin interviews in early January.

No date was set for the next meeting of the committee, but it was generally agreed this would not be until sometime in February. Discussion was held on what the committee's goals should be for 1998 and the members were asked to give this some consideration before the next meeting.

Technology Committee
December 9, 1997

Page Two

Debbie reported that the networking project is going well. Only the County Clerk, Treasurer and Tax Departments are not networked.

Chairman Heineman distributed a memorandum from Richard Rivers, Allegany County Gateway Technology Committee, regarding Round 2 of the NYS Advanced Telecommunications Project (Diffusion Funds) which is now open for application. The Gateway Technology Committee wants to apply for a regional infrastructure project. See attached. Following discussion, Mr. Heineman indicated he will talk to Connie Beckman regarding this project.

Meeting adjourned.

Memo

To: TECHNOLOGY COMMITTEE

From: Richard E. Rivers

Date: 11/19/97

Re: Diffusion Fund Grant

Round 2 of the NYS Advanced Telecommunications Project (Diffusion Funds) is now open for application. We want to apply for a regional infrastructure project.

Please plan to meet on Wednesday, January 7, 1998 at 8:30 am at the BOCES Center at Belmont. We will review the results of a survey of providers and customers regarding the types of services provided and needed in the Allegany County area.

Also, we will discuss plans for the grant application due on February 20th.

You will find attached the notes from a recent informal meeting reviewing the guidelines of the grant.

Your input and continued support are appreciated.

November 19, 1997

To: Gateway Technology Committee and Allegany County Telecommunications Planning Committee

NYS Advanced Telecommunications Project (Diffusion Funds) grant writers

Minutes of Planning Meeting

1. Ginger Malak will be the principal grant writer for the combined application for Chemung, Cattaraugus and Allegany Counties.
2. The grant will use data gathered from the Provider and User surveys conducted by the previous STW grant and sponsored by the Gateway Technology Committee and the Telecommunications Planning Committee.
3. The Provider portion of the survey has been sent out. Responses to data are very low. Myers Group are following up with phone calls to the Providers to complete the survey. The User Needs portion of the survey is being sent out by Ginger's office on December 1.

Ms. Beckman will call Julie Marshall to have labels sent to Ginger to assist in getting that survey out. In addition labels for the Gateway Technology Committee will be provided to Ginger. Carl Peterson will work with Julie Marshall and supply labels of other area businesses that fit the criteria that were not on the initial lists.

The User Needs survey will be followed by phone calls to encourage participation of non-respondents from the list by the grant-writers team the first week in January.

4. Ginger will accept Word format pieces of the Diffusions Funds grant document from the writers describing the needs, how they will use the technology, and who it will benefit to produce a draft document in early January. The grant writers have decided that we will attempt to pattern our application after a successful application from Round 1 submitted by the Adirondack Region. A copy of their topology chart is included in these notes. The coordinator of the Adirondack project is David Bonner. Sue Goetschius will contact Mr. Bonner to see if he can attend the next meeting and offer any suggestions for our project writing.

(NOTE: please review the attached model and communicate any thoughts on the grant writing project directly to Ginger Malek.)

5. A meeting of the Gateway Technology Committee has been called by the Chair for January 7, 1998 at the Belmont BOCES facility for 8:30am. (Mr. Bonner will be able to attend that meeting either remotely using the teleconference room or in person according to Ms. Goetschius. If in person, the visit will be sponsored by the CACT at Alfred University.)

(NOTE: If additional members of the Allegany County Telecommunications Planning Committee would like to attend they are welcomed.)


Sec. to the GTC

North Country BOCES - Adirondack Area Network

@ Bell Atlantic

Total No. of Circuits
 29 - 1.5 Mbps
 11 - 384 Kbps
 5 - 56 Kbps

Frame Relay

NYNEX FRAME RELAY SERVICE COMPLIES WITH THE SPECIFICATIONS AS STATED IN THE NYNEX TECHNICAL REFERENCE DOCUMENT NTR-74260.

