

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

January 27, 2003

John Margeson Click to Search
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FEB 03 2003

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, E. Burdick, P. Regan, R. Sobeck, E. Sherman

Others Present

K. Hooker, J. Margeson, B. Rigby

Approval of Minutes

The November 25, 2002 minutes were approved on a motion by Burdick, seconded by Sobeck and carried.

Pictometry

Keith Hooker, Network Administrator, stated that representatives from Pictometry requested local information so that they can demonstrate Pictometry features using actual footage from Allegany County. Mr. Hooker indicated that Pictometry plans to make a presentation free of charge in early or mid-February, and he will let legislators know when a date has been confirmed. Pictometry usage should continue to increase as people gain a better understanding of the many features and capabilities of Pictometry.

It was noted that H. Kier Dirlam, Planning Specialist, has made several presentations at town and district meetings.

Legislator Regan asked about the status of using Pictometry in emergency situations. He noted that this was one of the purposes of supplying the County Fire Departments with fax machines. Apparently our E-911 Center does have a program that enables them to produce maps that can be faxed.

Web Site

Mr. Hooker indicated that the web site is almost done, and that Deborah Button, Information Technology Director, is adding some final touches. Mr. Hooker will notify the committee when Ms. Button is ready to demonstrate the web site before one of the Board meetings.

Meeting Schedule

Legislator Regan brought up the idea of placing a monitor on the ground floor so that people entering the building can tell where certain meetings are being held. Committee members briefly discussed the issue and noted that Kier Dirlam had been investigating the idea at one time.

Mr. Hooker will look into the matter and report back to the committee regarding possible options and prices.

Grant Application

Mr. Hooker stated that Ms. Button has been working on another grant. Last year's grant award enabled us to put a plan in place, and this grant would help us to start getting some physical equipment in place. Ms. Button hopes to get a T-1 connection between this building and the landfill, backup equipment, server, and AS400. Mr. Hooker noted that the AS400 will not be under warranty after another year.

Scanning Documents

Legislator Sobeck stated that an individual contacted him with an offer to scan every document in the County Clerk's office for no charge. The individual would like to keep copies of documents that he scans, and he hopes to make the information available to abstractors online for a fee. He indicated that he could scan all of the records in the County Clerk's office in approximately three months, and he would then donate all of his equipment (computer, monitor, scanner) to the County. Legislator Sobeck indicated that he suggested the individual contact Ms. Button. Mr. Margeson indicated that Ms. Button had mentioned the offer to him, and they hope to discuss it in more detail soon.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

John Margeson

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

March 24, 2003

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MAR 31 2003

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, J. Palmer, P. Regan, E. Sherman

Others Present

D. Button, K. Hooker, D. Lyons (Student Intern), J. Margeson, B. Rigby

Approval of Minutes

The January 27, 2003 minutes were approved on a motion by Regan, seconded by Palmer and carried.

Information Technology Appropriations

Deborah Button, Information Technology Director, distributed summaries of the activity in her appropriation accounts for the first two months of the year for committee members to review. The report will also be forwarded to members of the Finance Committee.

Disaster Recovery & Business Continuance Report

Since two committee members could not attend the meeting, and some did not have an opportunity to review the Disaster Recovery & Business Continuance Report that Ms. Button distributed, the report will be discussed at the next meeting on April 28 at 11 a.m. Ms. Button will send memos to committee members regarding this issue.

Computer/E-mail Policy

Ms. Button suggested revising the April 23, 2001 Computer/E-mail Policy to create two separate stand-alone policies. Committee members thought this was a good idea and will plan to discuss some of the possible revisions at the next meeting. Committee members did, however, make one change to the policy. A motion was made by Palmer, seconded by Regan and carried to revise the paragraph identified by the first bullet mark on page 8 of the policy. Committee members would like the paragraph regarding bulk e-mails to reflect John Margeson's authority to approve the submission of certain work-related bulk e-mails. If Mr. Margeson approves such an e-mail, he will contact Ms. Button and request that she send the e-mail out.

Pictometry

Representatives from Pictometry were on site March 20 to meet with interested departments and make a presentation. Legislator Crandall commented that he had hoped there would have been a better turn out for the presentation.

Ms. Button stated that she plans to put the money to pay for the Pictometry contract in her 2004 budget; however, if it is not approved she wanted to make committee members aware that we do not own the pictures, and we will be required to remove them from our computers. Ms. Button will investigate the cost to keep the pictures that we currently lease as well as the cost of a new flyover. Keith Hooker indicated that he believed the cost of a new flyover was the original price plus a possible 10 percent increase.

Committee members agreed that the County should assess the reasons to renew the Pictometry contract. We need to determine how widely Pictometry is used and how it is used. Currently the Planning Consultant, Public Works, Soil & Water, Real Property Tax, and the assessors are the biggest users of Pictometry. Mr. Margeson suggested that the Real Property Tax Office determine which assessors are using Pictometry.

Meeting Schedule Monitors

Keith Hooker investigated the possible options and prices of placing computer monitors in certain locations so that people entering the buildings can tell where certain meetings are being held.

Mr. Hooker suggested that a meeting schedule be created using Power Point, but noted that someone would need to personally update or refresh each computer when the information changes. Alice Alsworth, Secretary to the County Administrator, currently keeps track of rooms that meetings are held in and updates a board outside the Board Room daily. It was suggested that perhaps Mrs. Alsworth could be responsible for creating the Power Point schedule and updating the information on the computers.

Mr. Hooker also investigated units to house the computers and suggested a style with a lockable cabinet. A motion was made by Regan, seconded by Palmer and carried authorizing the IT Department to purchase three units with a maximum total expenditure of \$1,000 to house computers so that the meeting room schedule can be displayed. Committee members agreed that the monitors should be placed on the ground floor in the County Office Building, on the second floor in the County Office Building, and on the ground floor in the Courthouse.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

J. Margason

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

RECEIVED

MAY 07 2003

ALLEGANY COUNTY
BOARD OF LEGISLATORS

April 28, 2003

Committee Members Present

C. Crandall, J. Palmer, E. Burdick, R. Sobek, E. Sherman

Others Present

D. Button, B. Rigby

Approval of Minutes

The March 24, 2003 minutes were approved on a motion by Palmer, seconded by Sobek and carried.

Meeting Schedule Monitors

Deborah Button, Information Technology Director, stated that she has been investigating options for displaying the meeting schedule monitors. Ms. Button indicated that she thought a monitor mounted on the wall in some way might work better than the carts. Ms. Button will continue to look into the matter and report back to the committee.

Pictometry

Committee members discussed issues involved with renewing our contract with Pictometry. Ms. Button stated that renewals are for two years, and the cost is approximately \$32,000 per year and includes a flyover. If we do not need to have another flyover, the cost will be approximately 10 percent of the renewal price. These rates are guaranteed until 2006.

Committee members plan to analyze the need for a flyover at the meeting next month. Ms. Button will send a survey to those currently using Pictometry requesting their input regarding their current and anticipated use of Pictometry.

Legislator Palmer stated that the Northeast Allegany County Coalition is very enthused about Pictometry and would like it to be maintained. The assessors are using it, and the Town of Granger used it to apply for a grant.

Disaster Recovery & Business Continuance Plan

Committee members reviewed the Disaster Recovery & Business Continuance Plan. The items addressed included the following:

1. Page 6 – Maintain good general housekeeping: Ms. Button expressed concern regarding the use of microwaves, electric heaters, toasters, and coffee pots on the same electrical circuits as computer equipment. After a brief discussion, committee members requested

Ms. Button to send a memo regarding these issues to David Roeske, Public Works Superintendent.

2. Page 9 – County Network Connections: It has been recommended that the County have replacement equipment (network routers and switches) ready in the event of a disaster. Ms. Button has been working on replacing some of the equipment; however, it would be extremely expensive to have a backup of all equipment. Ms. Button hopes to obtain some equipment through a grant.
3. Page 11 – Risk of Water Damage: Legislator Palmer suggested that representatives from the fire department come to the building to record the location of computer areas so that they won't be unnecessarily doused with water in the event of a fire. Ms. Button plans to meet with emergency personnel to discuss this issue.
4. Page 11 – Coordination with Other Emergency Planning Projects: Ms. Button will talk with John Tucker and Mike Baldwin regarding coordination of County disaster planning projects. Ms. Button stated that video conferencing equipment will be installed in Room 8 on May 22. Ms. Button plans to run a mock disaster once everything is in place.

Computer/E-mail Policy

Ms. Button distributed a revised Computer/E-mail Policy (attached to original minutes) to address computer use, e-mail and Internet issues. Some of the issues discussed included the following:

1. Passwords: For networks these are changed every 90 days. It has been recommended that passwords be changed from six to eight letters.
2. Working From Home: The IT Department should not be responsible to setup computers at employees' or contractors' homes to allow them to have access to our resources. This procedure decreases County security.
3. Supervisor Responsibilities: Employees should know the key people in each department that could assist them regarding specific programs. They should also know where their data is stored.
4. User Responsibilities: Ms. Button suggests password protecting screen savers so that someone cannot sit down and use a computer that is left temporarily unattended. All data should be backed up on a regular basis with the back up kept in a secure place.
5. Unauthorized Software: Committee members discussed the consequences of unauthorized computer software use.

Committee members will review the revised policy and notify Ms. Button of any suggested changes. A motion was made by Sobeck, seconded by Palmer and carried to refer the revised policy to the County Attorney for his review and approval. (Ms. Button will provide the County Attorney with a copy.)

Telephone Call Accounting System/Software Maintenance

Committee members asked how the relocation of the call accounting system to the IT Department was working. Ms. Rigby indicated that her office has been able to access the information they need without any problems, but that the 600-extension capacity of the system has been exceeded.

Ms. Rigby requested our Ronco account manager to provide a quote for telephone maintenance software and training. We believe that money could be saved if personnel in the IT Department handled many of our routine work orders.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

May 27, 2003

J. Margeson

RECEIVED

MAY 30 2003

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, J. Palmer, E. Burdick, P. Regan, R. Sobeck, E. Sherman

Others Present

D. Button (*IT Director*), K. Dirlam (*Planning Specialist*), L. Gridley (*Planning Board*), K. Hollis (*Planning Board*), R. Hollis (*Town of Granger*), J. Kenyon (*E-911 Coordinator*), J. Margeson (*County Administrator*), J. Orosz (*Soil & Water*), S. Presutti (*Real Property Tax Director*), K. Reynolds (*Assessor for Genesee, Wards & Clarksville*), B. Rigby (*Clerk of the Board*), Fred Sinclair (*Soil & Water*), J. Wetherby (*Village of Cuba*)

Approval of Minutes

The April 28, 2003 minutes were approved on a motion by Burdick, seconded by Sobeck and carried.

Pictometry

After the last Technology Committee meeting, everyone currently using Pictometry was invited to attend this meeting to discuss their current and anticipated use of Pictometry as well as the need for another flyover. The following people spoke regarding Pictometry:

Fred Sinclair, representing Soil and Water, stated that Pictometry is a very valuable tool, and they are heavily utilizing the photos for conservation and farm-based planning and an agricultural exemption plan. Mr. Sinclair indicated that some photos are available from other sources, and the landscapes for their use doesn't change that quickly so a flyover once every five years should be adequate. Mr. Sinclair stated that if he knew ahead of time they might be able to provide financial assistance through some type of grant funding. Mr. Sinclair praised Ms. Button, IT Director, and her staff for all of the support and assistance he has received.

Steven Presutti, Real Property Tax Director, stated that about half the County is covered by assessors that have Pictometry in their offices, and that most assessors that want the program have it. From an assessor stand point, another flyover isn't really necessary this quickly. Mr. Presutti's office is in the process of integrating Pictometry with their RPS Program to use with assessor information.

Lee Gridley, representing the Planning Board, stated that Pictometry was discussed at the last Planning Board meeting, and the Planning Board recommends that the contract be renewed.

Kier Dirlam, Planning Specialist, indicated that he has gone out on the road and demonstrated the use of Pictometry at various meetings and other functions. Mr. Dirlam uses Pictometry extensively in-house and indicated that it was great for verifying GPS data, and it

saves a lot of time from running around the County when used as a location and site tool. Mr. Dirlam agrees that there has not been a lot of expansion and a flyover probably isn't necessary at this time. Mr. Dirlam indicated that there is still a learning curve that we need to get through and briefly addressed the need to educate people regarding Pictometry.

James Wetherby, representing the Village of Cuba, expressed concern regarding Cuba's water land and sewer land issues and thought a flyover might help in that area. Mr. Dirlam indicated that he has all of Cuba's waterlines on GPS, and he would be happy to assist Mr. Wetherby.

Jody Kenyon, E-911 Coordinator, stated that the E-911 office recently purchased a mapping system that provides latitude and longitude lines to be used with Pictometry. They are on the verge of having it operational for 911 and are working with Pictometry and the IT Department to get it up and running. A flyover would be very beneficial, but new structure development might not be substantial enough to warrant the cost of a new flyover.

Legislator Crandall and Ms. Button conveyed phone and e-mail messages they had received from other individuals in support of Pictometry.

Rick Hollis, representing the Town of Granger, stated that he had just completed a Pre-Disaster Mitigation Plan for the Town of Granger, and used Pictometry extensively to complete the plan. Mr. Hollis thanked Mr. Dirlam for all of his assistance in working with Pictometry. The Town of Granger received \$5,000 in funding from SEMO, and they indicated that the pictures were worth a 1,000 words and enabled them to better understand the issues Granger is facing. SEMO stated that the plan submitted by the Town of Granger was the best they had received in New York State, and the pictures obtained from Pictometry really help sell this type of plan. The federal government passed legislation that will require a mitigation plan before any financial aid can be applied for. Mr. Hollis stated that the Northeast County Coalition agreed that a five-year time frame from the time the original pictures were taken would probably be best. Mr. Hollis made a presentation showing committee members the pictures used in their mitigation plan.

Ms. Button plans to provide additional contract and financial information regarding Pictometry at the next meeting.

E-mail/Computer Policy

Ms. Button distributed a copy of the E-mail/Computer Policy incorporating the changes approved at the last meeting as well as a paragraph from the NYS Office of Cyber Security. A motion was made by Palmer, seconded by Regan and carried to refer the policy to Ways and Means for final approval. **Refer to Ways and Means**

Financial Summaries

Ms. Button and Ms. Rigby distributed financial summaries for the IT Department and Central Service Telephone. Ms. Rigby also distributed a cell phone summary showing both the dollars spent and minutes used by each department for 2002 and through May 2003. Committee members briefly discussed the cell phone usage by the various departments.

Committee Minutes

Ms. Button indicated that she was recently audited by Deloitte & Touché, and the auditor expressed concern regarding committee minutes. After a brief discussion, a motion was made by Sobeck, seconded by Regan and carried to refer the matter to the County Attorney. **Refer to County Attorney.**

Next Meeting

The next Technology Committee meeting will be on June 23 at 11 a.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

June 23, 2003

John Margeson

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JUL 01 2003

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, J. Palmer, E. Burdick, E. Sherman

Others Present

D. Button, J. Margeson, B. Rigby

Approval of Minutes

The May 27, 2003 minutes were approved on a motion by Burdick, seconded by Palmer and carried.

Financial Summaries

Deborah Button, Information Technology Director, distributed financial summaries for the IT Department noting that the large expenditure out of the general supply account (A1680.408) was for computer wire. Ms. Button also noted that the IT Department will be receiving reimbursement for services from the Employment and Training Center. The revenue will be listed under Information Technology – Miscellaneous Income.

Brenda Rigby, Clerk of the Board, distributed financial summaries for the Central Service Telephone account noting that approximately 40 percent of the telephone budget has been spent.

Executive Session

A motion was made by Burdick, seconded by Palmer and carried to enter into executive session to discuss the medical, financial, credit or employment history of a particular corporation. Following the executive session, a motion to return to regular session was made by Burdick, seconded by Palmer and carried.

Pictometry

Ms. Button distributed a Pictometry user license cost and fly over cost summary for committee members to review. After a brief discussion, committee members agreed that it would be best to tentatively plan to have another flyover in 2006.

Disaster Recovery Grant

Ms. Button received confirmation that Allegany County has been awarded a \$50,000 grant from the New York State Archives Local Government Records Program to be used for active records projects. The funds should be appropriated to the following accounts: A1680.201 (IT-Equipment) - \$33,000; A1680.408 (IT – General Supplies) - \$5,000; and A1680.430 (IT – Contractual) - \$12,000 with \$50,000 placed in revenue account A.10.3060.00 (State Aid). The request was approved on a motion by Crandall, seconded by Graffrath and carried. **Refer to Ways and Means**

Information Technology Advisory Group

Ms. Button indicated that she has been working with IT Advisory Group that the NYS Director's Group has setup and is financing. Ms. Button will bring ideas and a recommendation to the next meeting regarding an internal policy so that other departments understand the standards that the IT Department personnel are held to as far as confidentiality, etc.

Next Meeting

The next Technology Committee meeting will be on August 25 at 11 a.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

August 25, 2003

John Margeson

RECEIVED

AUG 29 2003

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, J. Palmer, E. Burdick, P. Regan, R. Sobeck, E. Sherman

Others Present

D. Button, J. Margeson, B. Rigby

Approval of Minutes

The June 23, 2003 minutes were approved on a motion by Burdick, seconded by Palmer and carried.

Information Technology Department

Deborah Button, Information Technology Director, distributed financial summaries for the IT Department as well as a sheet identifying the department's long-term plans.

Ms. Button stated that the disaster recovery site has a target completion date of June 30, 2004. Ms. Button indicated that the vendors submitting quotes for various equipment and services at the time the grant was applied for plan to honor those prices. Ms. Button has been investigating the availability of a back-up generator, and she plans to discuss the matter with David Roeske, Public Works Superintendent. Once the disaster recovery site has been completed, Ms. Button will begin testing with departments.

As committee members reviewed the long-term plan, it was noted that the *Computer, E-mail Policy* should be updated every year, the AS400 will need to be updated in 2005, and maintaining and increasing security will continue to be a priority.

Committee members discussed the use of instant messaging and online mail accounts on the County computer system. Legislator Regan also distributed an article from the Bureau of National Affairs regarding the matter. The biggest objections to the use of instant messaging and online mail accounts include increased potential for virus transmission and decreased security. Committee members discussed revising the *Computer, E-mail Policy* to ban employees from using instant messaging and online mail accounts on the County computer system. A motion was made by Palmer, seconded by Sobeck and carried requesting Ms. Button to investigate the matter and report back to the committee. Committee members suggested that Ms. Button involve Bernard Morris, Personnel Officer, and Daniel Guiney, County Attorney, so that any personnel or legal issues will also be considered.

Central Service Telephone

Brenda Rigby, Clerk of the Board, distributed financial summaries for the Central Service Telephone account.

Next Meeting

The next Technology Committee meeting will be on October 27 at 11 a.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

TECHNOLOGY COMMITTEE
October 27, 2003

John Margeson
RECEIVED

OCT 28 2003

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present: C. Crandall, J. Palmer, E. Burdick, P. Regan

Others Present: D. Button, J. Margeson, D. Guiney, B. Morris, A. Finnemore

Approval of Minutes

The August 25, 2003 minutes were approved on a motion made by P. Regan, seconded by J. Palmer and carried.

INFORMATION TECHNOLOGY DEPARTMENT

Deborah Button, Information Technology Director, distributed financial summaries for the IT Department.

In light of recent actions by the Ways and Means Committee to freeze equipment and supply accounts, Ms. Button requested committee approval to pay invoices as they come in for expenses incurred against the State Records Management Grant, which is being used to set up the disaster recovery site. She noted that one-half of the grant-in-aid has been received to date with the remainder to be vouchered for shortly. A motion was made by P. Regan, seconded by J. Palmer and carried to approve payment for grant related expenses from Information Technology accounts (A1680.2 and A1680.4). ***Referred to Ways and Means Committee for final approval.***

Mr. Burdick noted that with the current budget problems, all departments will eventually have to make cuts and asked if there was a way to include personnel costs for at least one employee on the above-mentioned grant. Ms. Button will investigate the possibility of modifying the grant to reimburse personnel time.

Computer Use, E-Mail, Internet Policy

County Attorney Dan Guiney presented draft copies of the revised *Computer Use, E-Mail, Internet Policy* with discussion ensuing regarding the need for the revisions. County computers are only for County business. Computer use is a privilege – not a right, and there should be no expectation of privacy. It was noted that in the past, each employee was required to sign the computer use policy, but this will be discontinued. When adopted, this will be a policy to be adhered to like any other policy currently in force.

Personnel Officer Bernie Morris addressed disciplinary action, stating that procedures already in place will be followed. New employees will receive the policy at the time of hire.

A motion was made by P. Regan, seconded by J. Palmer and carried to refer the revised *Computer Use, E-Mail, Internet Policy* to the Ways and Means Committee. ***Referred to Ways and Means Committee.***

CENTRAL SERVICE TELEPHONE

Adele Finnemore, Deputy Clerk of the Board, distributed financial summaries for the Central Service Telephone account.

C. Crandall presented information received from HPA Consulting Group regarding auditing of telephone accounts for possible savings. Because an audit was just completed within the past two years, the committee agreed there is no need to look into it any further at this time. (Refund checks totaling 10,453.70 were received from AT&T and Verizon in mid-2002 for billing errors from as far back as 1997. Allan Rotto Consultants completed the survey and received a total of 6,603.86 for their services – 50% of refunds received from the telephone companies plus 50% of estimated monthly reductions for the next 36 months.)

Cell Phone Usage

Cell phone usage and abuse were discussed. The County account currently has a block of minutes shared by all users. There was a question raised on how many of the current users really need County cell phones and how much of the time being used is necessary. A suggestion was made that department heads or supervisors need to go over the cell phone bills on a monthly basis and possibly put a limit on usage. Brenda Rigby will be asked to compile information on current cell phone usage showing each user's minutes, along with the monthly total allotment, to be sent to committee members prior to their next meeting on November 10, 2003 at 1:00 pm.

Next Meeting

A special Technology Committee meeting is scheduled for Monday, November 10, 2003 at 1:00 pm (before the Board meeting) to discuss cell phone usage, with the next regularly scheduled meeting being set for December 22 at 11:00 a.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned on a motion made by P. Regan, seconded by J. Palmer and carried.

Respectfully submitted,
Adele Finnemore, Deputy Clerk
Allegany County Board of Legislators

John W. Ferguson

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

RECEIVED

DEC 23 2003

**ALLEGANY COUNTY
BOARD OF LEGISLATORS**

December 17, 2003

Committee Members Present

C. Crandall, J. Palmer, E. Burdick, R. Sobeck, E. Sherman

Approval of Minutes

The October 27, 2003 minutes were approved on a motion by Burdick, seconded by Palmer and carried.

Executive Session

A motion was made by Burdick, seconded by Sobeck and carried to go into executive session to discuss the medical, financial, credit or employment history of a particular person. Following the executive session, a motion was made by Sobeck, seconded by Palmer and carried to return to regular session

Summary of 2003 Cell Phone Charges

Brenda Rigby, Clerk of the Board, distributed copies of the 2003 departmental cell phone summaries. It was noted that \$24,803.57 was paid out of the central service telephone account and 134,197 minutes were used for the year.

Cellular Telephone Contracts

Ms. Rigby indicated that she contacted six cellular telephone companies and only two companies, Verizon and Cellular One, provide service in this area. Both companies provided quotes for 75-phone and 100-phone agreements. After reviewing the quotes, a motion was made by Palmer, seconded by Sobeck and carried authorizing Brenda Rigby to renew our contract with Cellular One at the new rates provided.

Cellular Telephone Accounts

It was noted that the County will now have only one cellular phone account, and that account will consist of 100 phones. As of December 31, all phones should be turned in, and new phones will be distributed after the need for individual cell phones are justified in writing. It was noted that certain phones used in the field will not be turned in or disconnected until a new phone is available. Committee members requested that Ms. Rigby attempt to obtain a local calling number such as 585-808-XXXX for the phones, rather than the current 716-498-XXXX.

Ms. Rigby will be contacting departments regarding the number of phones that will be issued. Committee members agreed that employees who normally work in the building could most likely share a phone with another employee.

A motion was made by Burdick, seconded by Palmer and carried to eliminate funds from the 2004 budget that are currently used to pay for cellular phone charges unless they are used to reimburse the central service telephone revenue account. **Refer to Committee of the Whole/Ways and Means**

Cell Phone Policy

Deborah Button, Information Technology Director, distributed copies of a draft cellular telephone policy. Committee members will review the draft and plan to discuss it further at the next meeting.

Next Meeting

The next Technology Committee meeting will be on January 26, 2004 at 11 a.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators