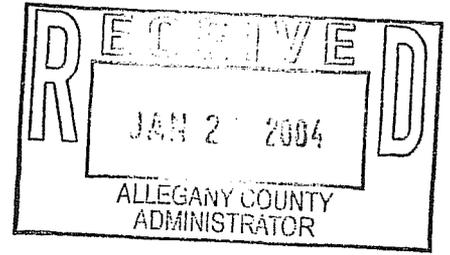


NOT  
APPROVED

TECHNOLOGY COMMITTEE

JANUARY 26, 2004



Committee Members Present:

B. Sobeck, E. Burdick, P. Regan, E. Sherman

Others Present:

J. Palmer, J. Margeson, D. Button, B. Rigby, K. Toot, R. Christman, K. Hooker

Approval of Minutes:

On motion by E. Burdick, seconded by E. Sherman and carried to approve the December 17, 2003 minutes.

Rob Christman, County Clerk

Mr. Christman stated that he has been working with the Information Technology Department on creating the County Clerk website. He is also working with the Development Office to have the DBA forms for new businesses more accessible.

Mr. Christman stated that 12.7% of the revenues generated in the office stays in the department. If you mail in the registrations, and licenses, none of the proceeds remain within our county. His department will be working on an advertising campaign on labels that will be available in different areas throughout county for mailing registrations, and licenses back to the County. That way more revenue will be generated in the office not going directly to the State. By sending the documents to the County the return response is between 3-4 days compared to the return time from the State.

T-1 Conversion

Brenda Rigby, Clerk of the Board stated that on January 13, 2004 the M-24 was removed from the AT&T DHEC Circuit. The M-24 enabled the County to transmit both voice and data over the T-1. The County was using 14 of the T-1 channels for voice and 10 of the channels for data transmission. By having the M-24 removed there will be a savings of over \$400 per month. The only cost associated with the removal of the M-24 from the T-1 circuit was from Ronco in the amount of \$890.00.

Ronco Maintenance Contract

Ms. Rigby stated that the yearly maintenance contract for Ronco is \$1,500. There is a \$2.40 monthly charge per port. For the total contract \$1,000 is just for port maintenance charge. There was discussion on this portion of the contract. On motion by E. Burdick,

seconded by E. Sherman and carried to approve canceling the per port fee of the contract and to contract out services as needed.

### **PREPARE A RESOLUTION**

#### **Jurisdiction of Telephone Responsibilities**

After discussion between the Clerk of the Board and the Information Technology Department, it was decided to move all the responsibilities of the telephone system over to the IT Department, instead of the Clerk of the Board handling that responsibility.

On motion by P. Regan, seconded by E. Burdick and carried to support a resolution to transfer the responsibilities over to the Information Technology Department.

### **PREPARE A RESOLUTION**

#### **REFER TO WAYS AND MEANS**

##### **Cell Phones**

Ms. Rigby reported that the reduction of the cell phones is down to 120, with further cuts in the near future so that there are only 100 cell phones remaining.

If there are requests for usage of the cell phones, they are to direct the requests to the IT Department as needed.

Kim Toot, Director, Office of the Aging addressed the committee on her department's usage of the cell phones.

Ms. Rigby distributed reports on the yearly usage of long distance, local and cell phones for the committee to review.

##### **Cell Phone/E-Mail Policies**

The new cell phone and e-mail policies will be completed and ready for full Legislative Board approval in February.

##### **IT Department**

Ms. Toot praised the IT Department on their quick response and solving of their down time problem with the computers in their department.

Deb Button, Director, IT Department distributed a 2004 status sheet on long term plans and goals for the department as follows:

1. Add more security to the network system.
2. Disaster Recovery Site to be completed by June 30, 2004.

3. Redo wiring on 2<sup>nd</sup> floor of new building.
4. Update computer, email and cell phone policies.
5. Update disaster recovery business continuity plan.

#### 2005 Goals

1. To set up a halon system as recommended by the State auditors in the server room and the DSS server room.
2. Card swipe system in the Information Technology room.

#### **Meeting Time**

The meeting time has been changed from 11:00 a.m. to 11:30 a.m. on the fourth Monday of every other month.

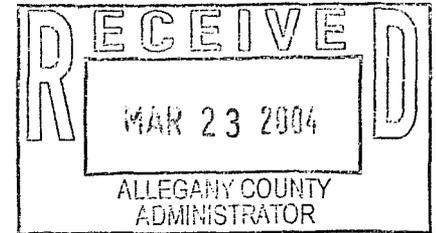
Meeting was adjourned at 11:37.

Respectfully Submitted:  
Alice Alsworth

NOT  
APPROVED

TECHNOLOGY COMMITTEE

MARCH 22, 2004



Committee Members Present:

B. Sobeck, E. Burdick, P. Regan, E. Sherman

Others Present:

D. Button, R. Christman, K. Hooker

Approval of Minutes:

On motion by P. Regan, seconded by E. Sherman and carried to approve the January 26, 2004 with a correction to the minutes. The minutes stated that the Ronco yearly maintenance contract is \$1,500. It should have stated that it was monthly.

Cell Phones:

Deb Button, Director, IT Department distributed the March cell phone breakdown. The department was asked to decrease the cell phone usage from 164 phones to 100. Deb expressed her concern about lowering the phones below the 116 cell phones that are now in use because it would not be cost efficient due to the drop in minutes that can be used. In the current plan there is a cost savings of \$7,500 per year. The committee agreed to leave the cell phones at a total of 116 phones.

Rob Christman, County Clerk

Mr. Christman asked permission to take a cell phone on his vacation in May just to check in with his department, and so that the department deputies may call him if the need arises. On motion by E. Burdick, seconded by P. Regan and carried to approve said cell phone usage due to the department not having issuance of a cell phone.

Ronco System

Ms. Button discussed Ronco upgrading our telephone software and equipment. If this upgrade is completed by September 15, 2004, Ronco will not charge for the software upgrade. The IT Department needs to upgrade the hardware in order to use this new software. The upgrade cost will be \$5,457.00. On motion by P. Regan, seconded by E. Burdick and carried unanimously to absorb the \$5,457 cost from the Central Phone account.

Ms. Button demonstrated a new device that can be added to the phone system, so that when a customer is on hold a taped message of music will play and periodically an operator will come on to ask the customer to remain on the line. The cost of the device is

\$350.00. There have been numerous complaints from customers that thought they were cut off once they were put on hold because there wasn't any indication they were still connected. On motion by P. Regan, seconded by E. Burdick and carried unanimously to accept the purchase of said device once the County Attorney has approved it. Ms. Button stated that new tapes can be created to address County information to the public.

### **Update Website:**

The IT Department is upgrading the website for a drop down menu that may be clicked on for easier navigation of the site, which will make the system faster.

Ms. Button stated the website is upgraded daily. Chairman Sobeck stated that he would like to utilize the site more. He would like there to be a message from the full Legislative Board on current issues such as the jail, landfill, Medicaid, in order to keep the public informed on these matters. This issue will be addressed with James Palmer, Chairman of the Board for his approval. There was discussion on the newspapers being informed as well.

Chairman Sobeck discussed more website usage for County required forms, so that they may be filled out ahead of time before they come to the office to cut down on time that the public has to spend at the offices. He would like to have the Motor Vehicle and the Department of Social Services forms on the website by the end of June and to further add all other departments preferably before the end of the year.

### **Executive Session:**

On motion by Chairman Sobeck, seconded by P. Regan and carried to go into executive session at 12:13 to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. On motion by P. Regan, seconded by E. Sherman and carried to go out of executive session at 12:20.

The committee unanimously agreed to discuss with John Margeson, Bernard Morris, James Palmer, Chairman of the Board on the abolishment of the position in the IT Department. There will be a dramatic effect by cutting the work force by 1/3 plus, due to the abolishment, the revenues to the department will be cut drastically. It will also be a huge loss to the County by not having the necessary help on a day-to-day basis to stay current with Technology.

Meeting was adjourned at 12:25.

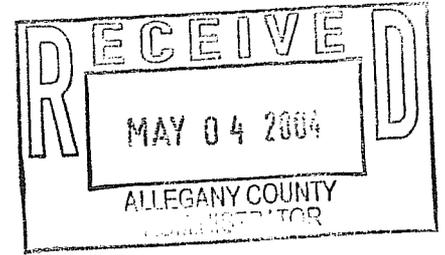
Respectfully Submitted:

Alice Alsworth

NOT  
APPROVED

**TECHNOLOGY COMMITTEE**  
**SPECIAL MEETING**

**APRIL 26, 2004**



**Committee Members Present:**

B. Sobeck, E. Burdick, P. Regan, E. Sherman

**Others Present:**

J. Palmer, J. Margeson, D. Guiney, D. Button, R. Bennett, C. Crandall, Wm. Dibble

Meeting called to order at 10:00.

**John Foels:**

John discussed the leasing arrangements with the Houghton Foundation. The Industrial Development Agency has been working with Verizon on setting up a new phone system to accommodate the 56-K lines. The center will temporarily have to dial up to get on our system until the new system has been completed. John will be working with the IT Department and Verizon to see if the phone numbers they now have may remain the same.

**Deborah Button:**

The Economic Development Office will be accessing their email through outlook web access. The connection to the web will be provided by the Houghton Foundation's network.

Ms. Button stated that the Development Office would have access to the payroll system.

Mr. Foels has indicated he would not need any services of the Information Technology Department. Legislator Bennett asked if the Crossroads would function for any other county department that could possibly move out there. Ms. Button stated that we would need a T1 line, routers, switches and a server to accommodate any other department. The IT would then need a secure room at the site to accomplish this.

**Dan Guiney:**

Dan stated that he is satisfied with the lease on a legal standpoint.

Chairman, R. Sobeck stated the need for the Development and Tourism office to work together to make this transition go as smooth as possible.

Meeting was adjourned at 10:25.

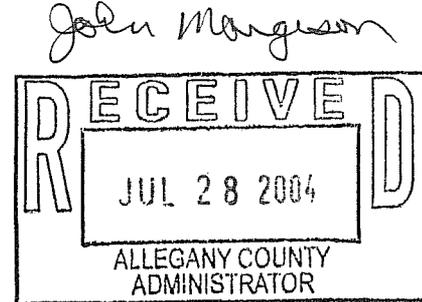
Respectfully Submitted:

Alice Alsworth

**NOT  
APPROVED**

**TECHNOLOGY COMMITTEE**

**JULY 26, 2004**



**Committee Members Present:**

B. Sobeck, E. Sherman

**Others Present:**

J. Palmer, D. Button

**Approval of Minutes:**

On motion by E. Sherman, seconded by J. Palmer and carried to approve the April 26<sup>th</sup> and March 22, 2004 minutes.

**IT Department**

D. Button stated that the cell phones have been cut back to 113 at present time. We have saved over \$6,000 in a year's time. New towers will be installed in Friendship and Belmont to make reception better. A meeting is planned for the first part of August to review the current plan. D. Button will make a comparison with Cellular One and Verizon. She will report back to the committee at the next scheduled meeting on her findings.

D. Button stated that in 2001&2002, Allan Rotto Consultants, Inc., a consulting firm reviewed the regular phone system for cost savings. If the firm finds a savings after their survey we receive 50% of the savings. We received approximately \$5,000 at that time. She would like the same firm to conduct another review of the current system.

On motion by E. Sherman, seconded by J. Palmer and carried to approve a resolution accepting the agreement for the review of the phone system once the County Attorney has approved said agreement.

**PREPARE A RESOLUTION**

D. Button discussed various departments adding information to the website, and it's progress.

There was discussion on the use of the email system. There are numerous employees that do not use the system and she would like to have them removed because there is a cost associated with the email system.

There was discussion on setting up a separate web page on various issues the Legislator's would like to inform the public on. This could include a mission statement from the

Legislator's on what they are trying to accomplish in regards to these issues. D. Button will set up this new web page.

The next scheduled meeting will be September 27, 2004 at 10:00 a.m.

Meeting was adjourned at 10:30.

Respectfully Submitted:

Alice Alsworth