

LIVINGSTON COUNTY BOARD
INFORMATION & TECHNOLOGY COMMITTEE
MINUTES OF MAY 5, 2015

Committee Chair Vicki Allen called the meeting to order at 3:30 p.m. in the Committee Room in the Livingston County Historic Courthouse.

Present: Allen, Cohlman, Arbogast, Gerwin, Goembel, Weber (arrived at 4:12 p.m.)

Absent: Runyon

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist),
Jon Sear (Sear Computer Services) Cate Wilson

Allen requested that the agenda be amended to move other business to item d and add an executive session for personnel matters. Allen then called for any other additions or corrections to the agenda with there being none requested. *Motion by Arbogast, second by Goembel to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the March 26, March 31 and April 6, 2015 meetings. *Motion by Cohlman, second by Arbogast to approve the meeting minutes as presented. MOTION CARRIED WITH ALL AYES.*

Department Report – Hartley distributed a copy of Jon and Cate’s monthly report of activities for the department. Hartley reported that the anti-virus packages have all been installed with the exception of the Circuit Clerk’s office (who has EC of Viscon handle all her anti-virus needs), the Coroner’s office (who is good through 2017) and Public Health (who is up to date until November 2015). Hartley reported that Jon and Cate recommended the addition of encryption software for laptops. Hartley stated that the encryption software prevents the loss of confidential or sensitive information in case the laptop is lost or stolen. Hartley stated that once someone is hired, the Committee should look to develop a policy that covers this issue. Hartley stated that the estimated cost of the software for 20 laptops is \$1,200.

RFP – Network Consolidation - Hartley reported that she had met with Jon Sear regarding the Server Consolidation project to determine which proposal best meets the needs of Livingston County. Hartley noted that neither proposal included the cost of labor for the migration of the desktops or the server software applications. Hartley stated that since Louis only budgeted the exact amount of the RK Dixon proposal, they will look at what portions of the project can be done internally to get the project completed as close to budget as possible. Hartley further noted that taking into consideration the concerns raised by Sear and Masching regarding the wet sprinkler system in the historic courthouse, they are attempting to locate one server at the Public Safety Complex and one at the Law & Justice Center. Hartley stated that Sear has identified some issues with doing so as the equipment was not sized properly when originally installed. Hartley stated that Sear is working with RK Dixon in an attempt to get these issues resolved without additional cost to the county. Hartley stated that once that is done, Sear can complete the scope of work and the RFP can be drafted and released.

Summer Internship – Hartley reported that she received an application for summer internship which would run June and July of this year. Hartley stated that if approved the individual would work from 8-3 Monday through Friday, approximately 32 hours per week. Hartley estimated a cost of just under \$2,470.00. Hartley reviewed a list of items that the intern could potentially work on. Hartley stated she believed there would be enough funds available within the IT Specialist and Part Time Salaries line items within the budget to cover the cost of the internship. Hartley stated that those projections would be off, if the individual selected for the Network & Computer Systems Administrator position started immediately in June at the highest salary level or if Cate Wilson began working more hours, both of which would be unlikely. *Motion by Gerwin, second by Arbogast to approve the summer internship.* **MOTION CARRIED WITH ALL AYES.**

Executive Session – *Motion by Arbogast, second by Goembel to go into Executive Session pursuant to 5ILCS 120/2 (C)(1) – Personnel Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 4:10 p.m.

Regular Session resumed at 4:22 p.m.

Other Business as Needed– Hartley reported that Cate Wilson inquired as to whether or not she would be eligible to receive a cell phone stipend. Hartley stated that Wilson uses her cell phone to perform county business on a regular basis. Hartley stated that since Wilson is part time, she would be willing to accept a stipend of half the regular amount or \$25 per month. Discussion took place. Consensus of the Committee was to approve the stipend request of \$25 per month for Cate Wilson.

The Committee reviewed the bills presented. *Motion by Arbogast, second by Goembel to approve the bills as presented.* **MOTION CARRIED WITH ALL AYES.**

Motion by Arbogast, second by Cohlman to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 4:39 p.m..

Alina M. Hartley
Administrative Resource Specialist