

LIVINGSTON COUNTY BOARD
INFORMATION & TECHNOLOGY COMMITTEE
MINUTES OF JUNE 2, 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, Runyon, Weber

Absent: Goembel

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), Jon Sear (Sear Computer Services), John Clemmer (Finance Resource Specialist)

Allen called for any additions or corrections to the agenda with there being none requested. *Motion by Gerwin, second by Arbogast to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the May 5, 2015 meetings. Gerwin noted that her notes reflected that at the May meeting Cohlman made the motion to approve the minutes. Hartley will verify and make the change if applicable. Gerwin also stated that she felt that the minutes should be clarified as to which Sear is being referred to. *Motion by Arbogast, second by Gerwin to approve the meeting minutes. MOTION CARRIED WITH ALL AYES.*

Department Report – Jon Sear reviewed the monthly department report with the Committee. Sear also provided a breakdown of the hours spent within each department for both him and Cate Wilson. Sear reported that Cate had worked on the website quite a bit during the month. Sear reported that there were a lot of attempts to get into the county website using the admin and ahartley log-in accounts. Hartley stated that a plug in was purchased as a security measure. Sear stated that the website is no longer able to be accessed from outside of the United States. Sear reported a large reduction in the number of service calls within the month due to the installation of the anti-virus software.

Network Consolidation - Hartley reviewed the best case scenario timeline for the network consolidation project with the Committee. Hartley stated that if the equipment was purchased direct through state procurement and the labor was purchased as a professional service the project may not require competitive bidding and therefore could be completed more timely. Hartley stated that she had contacted States Attorney Uphoff for an opinion on the matter. Hartley reported that she and Jon Sear had met with a company called Vi a, that LivCom will be using as part of their upgrade to Spillman. Sear reviewed the details of what would ultimately be a network consolidation similar to what is proposed as part of this capital project. Hartley questioned whether the Committee wished to hold off on the network consolidation project long enough to investigate the possibilities with Vi a. Sear stated that before making a recommendation, he would want to visit a county who already has this equipment up and running. Discussion took place. Consensus of the Committee was to investigate the options with Vi a. A special meeting could be held later in the month if necessary to discuss the options further.

FY 2016 Capital Requests – Hartley questioned whether the Committee wished to request an allocation of capital funds for FY 2016. Hartley stated that there is always a capital project budgeted for the IT Department, but with the management vacancy it was unclear what that project would be. Hartley also stated that by the time a new IT manager is hired, the capital budget will already be determined. Discussion took place. *Motion by Weber, second by Arbogast to request a capital allocation of \$75,000 which would ultimately require approval of the Committee and the full board prior to proceeding with the project.* **MOTION CARRIED WITH ALL AYES.**

Vacancy Network & Computer Systems Administrator – Hartley reported that interviews will be taking place next week and that Jon Sear is one of the candidates for the position. Discussion took place.

Other Business as Needed– N/A

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

Motion by Arbogast, second by Gerwin to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 4:37 p.m..

Alina M. Hartley
Administrative Resource Specialist