

LIVINGSTON COUNTY BOARD  
INFORMATION & TECHNOLOGY COMMITTEE  
MINUTES OF AUGUST 4, 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, Gerwin, Runyon,

Absent: Arbogast, Goembel, Weber

Also Present: Alina Hartley (Administrative Resource Specialist), Jon Sear (Network & Computer Systems Administrator)

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

The Committee reviewed the minutes of the July 7, 2015 meeting. *Motion by Runyon, second by Cohlman to approve the meeting minutes. MOTION CARRIED WITH ALL AYES.*

**Monthly Department Report** – Jon Sear reviewed the monthly department report with the Committee. Sear also provided a breakdown of the hours spent within each department. Sear stated that Blake Whittle’s internship was completed on Friday and was considered successful. Sear stated two of the projects completed during the internship included updating the inventory and labeling all the equipment with equipment tags. Sear stated that each piece of equipment now has its own i.d. number. Sear further reported that 911 is now on CIRBN; 911’s new server was installed last month, but they began using it as of this week.

**Network Consolidation** – Sear reported that the bid to go with VIA came in at \$64,000 with a 30 day lead time, but the decision was made to bid the project to be on the safe side. Hartley reported that the pre-bid meeting is scheduled for Tuesday, August 11<sup>th</sup> at 10 a.m., with bids being due on August 18<sup>th</sup>. Sear reported that he has received inquiries from Zobrio and Viscon.

**FY 2016 Capital Requests** – Sear stated that he would like to submit a request for the replacement of the wireless system estimated at \$16,000. Discussion then took place regarding computer upgrades. It was noted that it would appear that the departments are currently behind in replacements and so a push in 2016 to get them upgraded would be advantageous. It was also noted that an effort to consolidate printers within in the departments would also result in cost savings. The Committee discussed the requests for computers and printers from individual departments within the capital budget. Consensus of the Committee was that these should fall under one IT request and IT should be responsible for the purchase and installation of the equipment. *Motion by Gerwin, second by Cohlman to recommend approval of a capital request in the amount of \$16,000 for the wireless system replacement, as well as, \$17,500 for computer and printer upgrades, and rescind the prior request of \$75,000. MOTION CARRIED WITH ALL AYES.*

**FY 2016 Budget** – Sear and Hartley reviewed the draft FY 2016 budget with the Committee. *Motion by Gerwin, second by Runyon to recommend approval of the IT budget as submitted.*  
**MOTION CARRIED WITH ALL AYES.**

**Other Business as Needed**– Sear stated that he is currently working on updating the wireless router within the Sheriff’s department. Sear stated that there are at least 4-5 laptops hooked up to the router at one time which exceeds the capacity of the router. He is currently working on finding a better solution.

Sear further reported that he is currently working with Hartley on deleting some of the unused email accounts. Some accounts had not been used at all and had not been signed into, so could be deleted immediately, others will require application for disposal through the state. Sear stated that this should free approximately 15 accounts total.

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

*Motion by Cohlman, second by Runyon to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 4:33 p.m..

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Alina M. Hartley  
Administrative Resource Specialist