

**INFORMATION TECHNOLOGY
COMMITTEE MEETING MINUTES**
August 24, 2017

Legislators Present: Loretta Sullivan, Richard Huttleston, Mike Roberts, Tracy Monell

Legislators Absent: None

Meeting Date and Time: August 24, 2017 at 12:05 PM

Staff Present: Douglas Camin, Director of Information Technology and Communication Services; Lisa McCafferty, Director of Public Health; Rita Hollenbeck, Budget Officer; Terie Huseby, Real Property Director; William Ostrander, GIS Manager

Previous meeting minutes for May, June, July and August:

Motion by Legislator Monell to accept, second by Legislator Sullivan. All in favor.

Mr. Camin thanked everyone present for adjusting the schedule of this meeting to accommodate the Labor Day holiday.

Miscellaneous:

Resolution I05 – Authorize Purchase of Windows 10 Software from Software Reserve. Mr. Camin explained that this is the purchase of Windows 10 Enterprise desktop software, per the replacement plan the County has implemented. This purchase was put off last in while awaiting the findings of the security audit. That audit highlighted that desktop level encryption should be implemented on all devices. Mr. Camin explained that the Windows 7 version the County possesses does not contain this feature, necessitating the upgrade to Windows 10. There were no additional questions, and all were in favor.

Resolution I06 – Authorize and Fund New Data Storage System. Mr. Camin explained that this resolution is to purchase a replacement central storage system. The County last replaced this device in 2014 and, as a new version has recently been released and we are experiencing some issues with the system currently in service in the Disaster Recovery site, he is asking to move this purchase up from 2018 since there are available funds in the Hardware Reserve account. All present were in favor.

Budget Status:

Potential Deputy Director – Mr. Camin pointed out that this position would be a promotion for an existing employee. That employees title would be

changed, but the individual would continue doing many of the same responsibilities they currently do but with some additional responsibilities as assigned by the Director. Mr. Camin pointed out that this came as a result of a desk audit of the jobs being performed in the ITCS department earlier this year by Personnel, and one of the findings was that this employee was functionally working as the Deputy in many regards. Legislator Sullivan asked what the pay differential would be for this promotion. Mr. Camin indicated he felt it was in the range of \$10K, but did not have an exact figure. The Legislators present indicated that they are okay with this moving forward but will want follow up at the October meeting with more specific costs.

Potential GIS Technician – Mr. Camin next brought up the request to add a position in the ITCS department for a GIS Technician. He pointed out that the cost of the position is partially offset by the elimination of a \$33,000 payment Real Property makes for upkeep of our tax rolls. He turned the initial conversation over to Mr. Ostrander. Mr. Ostrander laid out some cost savings projections and a task list that he had compiled. Legislator Monell asked about the line item placing value on the cost of lives saved by improving 911 accuracy. Mr. Ostrander explained the logic behind the numbers, but Mr. Monell indicated he was skeptical. Mr. Camin brought up the scope of GIS services and how, beginning in 2015 the County purchased the unlimited-use licensing of the GIS software tools and since then, the GIS department has made significant inroads implementing multiple time and cost-saving uses for GIS in multiple departments. As a result, Mr. Ostrander's time as the GIS Manager is crossing a threshold where he is unable to perform all maintenance items required and still take on new, additional projects. So an additional justification is the need to continue investing in the savings achieved from our GIS software tools. Mrs. Huseby also pointed out that another benefit would be to address succession planning for the GIS Manager, as well as the savings achieved by eliminating the contract. Discussion among the Legislators occurred regarding the net added cost of this position. Mr. Camin indicated that the position would likely fall into the range of \$30-40K for pay, plus benefits, leaving a net cost of \$15-20K. The Legislators present agreed in principle that they supported moving forward on the position with this information, but wanted to see follow-up at the October meeting with the specific cost estimates from Personnel.

Open Discussion: None

Meeting was adjourned at 12:55 PM

Respectfully Submitted
By
Douglas J. Camin