

## **Information Technology Committee**

October 17, 2019

G143 East GF Conference Room

**Call Meeting to Order:** Bub called the meeting to order at 1:01 P.M.

**Members Present:** Knoll; Bub; Thiede

**Members Absent:** Hansen; Labrec

**Other Attendees:** Melissa Seavers; Jen Strama; Sarah Holtz; Sara Nuernberger, Andria Farrand, Colleen Handrick

**Approve Minutes:** Knoll moved to approve the minutes of the September 5, 2019 meeting. Seconded by Thiede. All Ayes. Motion Carried.

**Approve Agenda:** Thiede moved to approve the agenda with 10 items; Knoll seconded. All Ayes. Motion Carried.

**Emergency Management:** Colleen Handrick gave an overview of the FirstNet network used by first responders. She has meetings set with police and fire to view the presentation. AT&T is the FirstNet provider. Colleen will be testing coverage within the county. Seavers will fill out the form to move ahead with the testing phase. Colleen is meeting with departments to update their COOP/COG plans.

**AS400 Replacement:** The new software was passed by the board. We are waiting for the project manager to setup the meeting. There is still a portion of ROD that needs to be transferred from the AS400 before it can be shut down. The conversion is estimated at \$13,000 - \$20,000.

**2020 Budget Update:** The 2020 IT Budget was approved at Budget Review. These numbers included the Windows 10 upgrades and replacements throughout the county.

**Cell Phone Policy:** An initial cell policy was distributed to the committee with the understanding that issues would be addressed as needed. Knoll made a motion to adopt the policy; Thiede seconded. All Ayes. Motion Carried.

**Fiber Between HS & CH:** Seavers is researching fiber connectivity between HS and the Courthouse. TDS and Charter have fiber in place for a monthly fee between \$650 and \$750. Siklu Wireless Technologies could provide a better and more reliable wireless connection than what we currently have. Larry Brandl had suggested we pay for the point to point connection for one year and see where the Broadband is at. After one year, the Taylor County Broadband Committee may have more solutions. Knoll made a motion have Seavers contact TDS regarding the point to point. Thiede seconded. All Ayes. Motion Carried.

**Miscellaneous Updates:** Nothing to add.

**Adjournment:** Knoll made a motion to adjourn the meeting at 1:50 pm; Thiede seconded.

The next IT Committee Meeting is scheduled for December 12, 2019 at 10 am.

## **Information Technology Committee**

September 5, 2019

G143 East GF Conference Room

**Call Meeting to Order:** Bub called the meeting to order at 10:00 A.M.

**Members Present:** Knoll; Bub; Thiede; Hansen; Labrec;

**Members Absent:**

**Other Attendees:** Melissa Seavers, IT; Jen Strama, IT; Larry Brandl, Accounting

**Approve Minutes:** Thiede moved to approve the minutes of the August 1, 2019 meeting. Seconded by Labrec. All Ayes. Motion Carried.

**Approve Agenda:** Thiede moved to approve the agenda with 10 items; Knoll seconded. All Ayes. Motion Carried.

**2020 Budget:** Seavers reported a 0% increase in operations as requested, and a decrease in the overall budget due to a reduction in employee benefits. Finance Director, Larry Brandl suggested moving those dollars to the CRP Budget to allow for the Windows 10 upgrades across the network. Thiede made a motion to approve the budget with this adjustment as well as \$165,000 for cloud-based accounting software. Hansen seconded. All Ayes. Motion Carried.

**Cell Phone Policy:** The sub-committee is still in the process of reviewing feedback from department heads. They are hoping to have something ready for the next IT meeting.

**CRP-Wording Changes:** Bub provided a proposed addition to the CRP. Departments will be responsible for covering the costs of computers that are not part of the CRP. Bub asked committee members to review the policy and email any changes to him.

**Fiber Between HS & CH:** - The City of Medford has a \$25 per year, per pole charge if fiber was hung on their electric poles. Right now, Melissa is unable to find anyone to run fiber between the two buildings. TDS can provide a point to point fiber connection for \$650 per month. Melissa will continue to search for solutions.

**Miscellaneous Updates:** Nothing further at this time.

**AS400 Replacement - Financial:** Melissa provided the committee with a five-year price comparison between the on-premise solution and cloud-based solution using the Tyler Tech numbers provided. If we go the cloud-based route, this will ensure a disaster recovery solution. Hansen made a motion to purchase the cloud-based solution; Thiede seconded. All Ayes. Motion Carried.

**Adjournment:** Thiede made a motion to adjourn the meeting at 11:10 a.m.; Knoll seconded. All Ayes. Carried.

The next IT Committee Meeting is scheduled for October 17, 2019 at 1 p.m.

## **Information Technology Committee**

August 1, 2019

G143 East GF Conference Room

**Call Meeting to Order:** Chair Bub called the meeting to order at 10:00 A.M.

**Members Present:** Knoll; Bub; Thiede; Hansen;

**Members Absent:** Labrec;

**Other Attendees:** Melissa Seavers, IT; Jen Strama, IT; Larry Brandl, Accounting; Tracy Hartwig, Accounting

**Approve Minutes:** Hansen moved to approve the minutes of the April 25, 2019 meeting. Seconded by Thiede. All Ayes. Motion Carried.

**Approve Agenda:** Thiede moved to approve the agenda with 8 items; Hansen seconded. All Ayes. Motion Carried.

**AS400 Replacement:** The Accounting Department viewed Tyler Technology's software in Clark County. Payroll and Human Resources software will remain the same no matter what version of the software is chosen. The proposed software package provides real-time data. Department heads will be given the option to print reports as needed. A cloud-based quote was given from Tyler Technologies. The committee asked to see an on-premise quote as well.

**Server Update:** The committee originally approved a \$15,000 hardware upgrade for Human Services. After further investigation, Seavers proposed a Server / SAN setup. This would cost an additional \$17,000 but provide a failover option should one host go down. Hansen made a motion to spend \$32,000 out of the AS400 line item to purchase the SAN and additional host for Human Services. Thiede seconded. All Ayes. Motion Carried.

**Cell Phone Policy:** Bub provided a copy of the policy drafted by the ad hoc committee. Depending on job description and duties, a stipend will be provided if moving to a personal plan. The policy is still under review at this time.

**Computer Replacement Plan:** It was suggested to include wording regarding special purchases from departments. Any equipment purchased with grant money or extra budget money will not be replaced by the computer replacement plan budget. Bub will work on re-writing the policy.

**Miscellaneous Updates:** Seavers and Bub will research fiber providers to connect Human Services and the Courthouse for increased reliability and speed.

**Adjournment:** Hansen made a motion to adjourn the meeting at 11:12 a.m.; Knoll seconded. All Ayes. Motion Carried.

The next IT Committee Meeting is scheduled for September 5, 2019 at 10 am.

## **Information Technology Committee**

April 25, 2019

G143 East GF Conference Room

**Call Meeting to Order:** Bub called the meeting to order at 10:00 A.M.

**Members Present:** Knoll; Bub; Thiede; Hansen; Labrec

**Members Absent:**

**Other Attendees:** Melissa Seavers, IT; Jen Strama, IT; Brian Wilson, Star News;

**Approve Minutes:** Hansen moved to approve the minutes of the January 31, 2019 meeting. Seconded by Thiede. All Ayes. Motion Carried.

**Approve Agenda:** Thiede moved to approve the agenda with 12 items; Hansen seconded. All Ayes. Motion Carried.

**Disaster Recovery:** Some department surveys have been returned. There are some good DR plans in place for certain departments. Emergency Management will review plans when time permits and provide recommendations.

**AS400 Replacement:** We have looked at three different Financial programs. Before a final decision is made, Larry Brandl is going to visit Clark County for a more in-depth look at their GL. A decision will be made at the next meeting.

**Online Forms:** Online forms are up and running. Everything is working well.

**Server Update:** At the last meeting it was approved to spend \$15,000 on a SAN for Human Services. After further investigation, it was determined they'll need two ESX hosts plus a SAN to allow for more storage and backup options. The new quote received for the project was \$32,000. Hansen made a motion to spend \$32,000 out of the AS400 line item to purchase the SAN and needed ESX server for Human Services. Thiede seconded. All Ayes. Carried.

**Broadband Update:** On May 8-9, Vantage Point will be holding a Stakeholders Meeting in Taylor County. In an effort to bring better speeds to the area, the Broadband Committee is looking at writing grants to offset some of the upfront costs.

**Computer Replacement Plan:** When the CRP was adopted, all computer line times were moved from department budgets to a newly created CRP budget to provide one desktop or laptop to each employee. Since then, some departments have purchased extra devices with leftover budget monies. It was not talked about which department would be responsible for replacing extra items when they quit working or become a risk to the network. The IT committee plans to create a PC/Laptop Purchasing Policy and note any equipment that will not be covered under the plan.

**IT Devices:** The IT committee plans to look at a county-wide cell phone policy with different tiers based on job title. They will also determine whether to keep a county cell phone plan or provide a reimbursement for those on personal plans.

**Upcoming Projects:** Seavers was able to negotiate a new MangedIP contract with TDS with a potential savings of \$1,100 per month. The final cutover is scheduled for September.

**Adjournment:** Thiede made a motion to adjourn the meeting at 11:20 a.m.; Knoll seconded.

Seavers and Bub will setup the next meeting after on-site visits are complete.

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## **Information Technology Committee**

January 31, 2019

G154 West GF Conference Room

**Call Meeting to Order:** Bub called the meeting to order at 10:00 A.M.

**Members Present:** Knoll; Bub; Theide;

**Members Absent:** LaBrec; Hansen;

**Other Attendees:** Melissa Seavers, IT; Jen Strama, IT; Larry Brandl, Accounting;

**Approve Minutes:** Thiede moved to approve the minutes of the December 13, 2018 meeting. Seconded by Knoll. All Ayes. Motion Carried.

**Approve Agenda:** Knoll moved to approve the agenda with 8 items; Thiede seconded. All Ayes. Motion Carried.

**Disaster Recovery:** An email will be sent to all departments and due by 3/15/2019.

**AS400 Systems:** Tyler Technologies will be providing a software demo on 2/12/2019. Skyward, Oracle, Caselle and Springbrook have all been contacted as well. Both on-premises and cloud solutions are being researched. A Taylor County fact sheet will be put together for software companies to reference.

**Online Forms:** Melissa has created the job applications for both general employment and sheriff department applications in the new online forms' portal. Human Resources has approved the general employment application to go live. The sheriff's office application is awaiting approval.

**Upcoming Projects:** The oldest ESX server that hosts our VM servers had two drives fail at Human Services. Bad blocks caused some data to become corrupt. Melissa is looking into other cloud-based backup vendors. We have a need for snapshot backups. We will need to purchase another ESX server to balance the load at Human Services. Knoll made a motion to approve spending up to \$15,000 to purchase a new ESX server. Thiede seconded. All Ayes. Motion Carried.

**Adjournment:** Thiede made a motion to adjourn the meeting at 10:37 a.m.; Knoll seconded. All Ayes. Meeting adjourned.

The next IT Committee Meeting will be scheduled after software demos have been completed.