

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: INFORMATION TECHNOLOGY

DATE: August 28, 2006

Committee Members Present:

Supervisors Sheehan
Barody
Kenny
Monroe
VanNess
Gabriels
Geraghty

Others Present:

Robert Metthe, Director of Information Technology
Joan Parsons, Commissioner of Administrative &
Fiscal Services
Joan Sady, Clerk of the Board
Supervisor Belden
Debra L. Schreiber, Legislative Office Specialist

Mr. Sheehan called the meeting to order at 1:30 p.m.

Motion was made by Mr. Barody, seconded by Mr. Geraghty, and carried unanimously to approve the minutes of the May 24, 2006 Information Technology Committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Rob Metthe, Director, Information Technology Department, who distributed copies of his proposed 2007 Information Technology (A.1680) budget, a copy of which is on file with the minutes. Mr. Metthe noted the 2007 request totaled \$533,954, in comparison to the 2006 appropriation of \$512,056, an increase of \$21,898.

Mr. Metthe began by apprising the committee the first page contained a summary report of accomplishments since the previous meeting. In addition, he stated he was asked to offer the value of the Information Technology (IT) Department, which was itemized on page 2. Commencing with the total budget, less revenue and savings, he said he estimated a subtotal department cost to the County of \$175,000. Thereafter, he briefly explained the many values of the IT (Information Technology) Department to the County, such as:

- responding to 4,000 service requests to 500-600 users (page 3)
- completed development requests
- installed base of technology
- negotiate and research various competitive vendors
- protect the County against disaster recovery.

While he was unsure of the dollar value to the County, he stated they invested a small percentage in Information Technology and this report assured him they were responding to the County's needs.

Turning to page 6 of the budget entitled Systems by Department, Mr. Metthe related this was a comprehensive analysis of the system base of the County. While there was additional work to be accomplished, he reported approximately 70% had been completed. He noted, the fourth page contained a list of the 3rd/4th Quarter 2006 and 2007 Development Projects, prioritized according to the value to the County.

Referring to the IT budget worksheet, Mr. VanNess queried if the \$8,000 increase in office equipment was included within the .2's and Mr. Metthe replied he thought it was included within the equipment and software. He said it was difficult to forecast the progress of the IT Department for the next 16 months because projects and service requests were always in a state of flux.

Mr. Metthe stated the budget summary sheet did not reflect the increased salaries he had requested. While their workload was at full capacity and many projects had already commenced, he said he requested two part-time positions for 2007 but did not anticipate immediately filling the positions.

While the feedback from the various departments had been extremely positive, Mr. Barody said he would encourage Mr. Metthe to attend conferences that focused on government IT management tools and software. Mr. Kenny recommended that Mr. Metthe not decrease his .4's for Travel, Education and Conferences, thereby affording him the opportunity to attend governmental seminars.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously authorizing Mr. Metthe keep the 2007 .4 budget request for Travel, Education and Conference the same as the 2006 budget appropriation; thereafter approving the 2007 Information Technology budget, authorize the chairman to sign it and forward same to the Budget Officer.

Mr. Gabriels queried how there appeared to be an additional \$50,000 in revenue from the 2006 adopted budget and the 2006 amended budget and Mr. Metthe replied it was derived from the agreement between IT and the Department of Social Services (DSS) as well as the direct charges with other departments.

The final item was the review of the proposed 2007 Telecommunications Budget (A.1681). The 2007 request totaled \$183,541, in comparison to the 2006 appropriation of \$183,101, an increase of \$440.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously to approve the 2007 Telecommunications budget, authorize the Chairman to sign it and forward same to the Budget Officer.

Discussion ensued relative to IT proposed projects for 2006-2007, the various departments involved, as well as the availability of grant funds.

There being no further business, on motion by Mr. VanNess and seconded by Mr. Monroe, Mr. Sheehan adjourned the meeting at 2:00 p.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist