

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **INFORMATION TECHNOLOGY**

DATE: MAY 3, 2007

Committee Members Present:

Supervisors Sokol
 Kenny
 Monroe
 Gabriels

Others Present:

Robert Metthe, Director, Information Technology
JoAnn McKinstry, Deputy Commissioner of
 Administrative & Fiscal Services
Paul Dusek, County Attorney
Joan Sady, Clerk of the Board
Todd Lunt, Director, Human Resources
Supervisor Girard
Debra L. Schreiber, Legislative Office Specialist

Committee Members Absent:

Supervisors Sheehan
 VanNess
 Geraghty

In the absence of the Committee Chairman, Mr. Sokol, Vice Chairman, called the meeting to order at 9:55 a.m.

Motion was made by Mr. Monroe, seconded by Mr. Kenny, and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Rob Metthe, Director, Information Technology, who distributed a copy of his Agenda to the Committee members, a copy of which is on file with the minutes.

Commencing with the first item on the Agenda, Mr. Metthe requested permission to amend the Computer Usage Policy to reflect any laptops utilized through the Information Technology Department include encryption software. He stated that without this software, the notification process could be extremely costly. He added the original Computer Usage Policy was instituted approximately 12 years ago; therefore, he recommended updating the policy to include the necessary changes approved by the County Attorney.

Motion was made by Mr. Kenny, seconded by Mr. Gabriels and carried unanimously approving the request to amend the Computer Usage Policy; and the necessary resolution was authorized for the May 18, 2007 Board Meeting. A copy of the resolution request form is on file with the minutes.

In response to an inquiry by Mr. Gabriels, Mr. Metthe commented this software would require the computer operator to enter one additional password.

Continuing on with Item 2 of the Agenda, Mr. Metthe requested the following modifications

to telecommunications contracts:

- extending the current contract with PaeTec Communications, Inc. for internet and telecommunication services on a month-by-month basis until the new NYS contract was approved, which was anticipated in November 2007;
- ratifying the actions of the Director of Information Technology (IT) in executing an additional agreement with PaeTec Communications to include an additional PRI T1 line at the Department of Public Works (DPW); and
- requesting a new contract be awarded to the lowest bidder for the establishment of a PRI T1 line at the Employment and Training Administration Office.

Motion was made by Mr. Gabriels, seconded by Mr. Kenny and carried unanimously approving the three requests as outlined above; and the necessary resolutions were authorized for the May 18, 2007 Board Meeting. Copies of the resolution request forms are on file with the minutes.

Continuing on with Item 3 of the Agenda, Mr. Metthe requested permission to attend the New York State Local Government IT Directors Association Conference in Saratoga Springs, New York; and a copy of the authorization is on file with the minutes.

Motion was made by Mr. Kenny, seconded by Mr. Monroe, and carried unanimously approving the request as outlined above.

Mr. Gabriels referred to Item 1 and queried whether there was an override provision with respect to the encryption policy. Mr. Metthe replied that his Department would monitor the computer passwords from an administrative level that were usually contained within the software program. He stated the existing password would be erased thereby notifying the user. Mr. Gabriels asked if any historical data would be lost and Mr. Metthe responded in the negative.

With respect to Item 4, Mr. Metthe apprised that new computer language had been developed that necessitated training for the two Program Developers in his Department for a total cost of \$249.

Motion was made by Mr. Monroe, seconded by Mr. Gabriels and carried unanimously approving the request as outlined above; and a copy of the authorization is on file with the minutes.

Relative to Item 5 of the Agenda, Mr. Metthe related the issue of laptops for the Supervisors had been raised numerous times. Upon consideration, he suggested a memo

be forwarded to all Supervisors explaining the scope of the "project"; and thereafter follow up with a survey that would ultimately give his department a clear direction. Mr. Kenny stated he was unclear as to the advantage of every Supervisor having a laptop and thought one computer available during Committee meetings was sufficient. Joan Sady, Clerk of the Board, said it was her recollection the purpose of the laptops was to reference information within the County Budget, committee minutes, et cetera. Mr. Sokol added that Saratoga County Supervisors were given computers that were not being utilized. While Mr. Metthe acknowledged some advantages to the laptops, Mr. Kenny said a few Supervisors did not own a computer, nor did they understand the technology. As part of the transition phase, Mr. Gabriels suggested having a laptop available during Committee meetings to research information instantaneously, prior to a final determination on the purchase of laptops for all Supervisors. Mr. Sokol recommended that Mr. Metthe distribute a survey to all Supervisors and thereafter report the results of the survey to the Committee for their recommendation prior to making a presentation before the full Board of Supervisors.

Mr. Metthe reported that Item 6 referred to the pending items to come before the Committee. The first item, he advised, was a request for a demonstration of the County New World Financial System (LOGOS) upon the completion of the payroll system being installed. Pursuant to discussions with the Deputy Treasurer, Rob Lynch, he said they felt the Supervisors would be better served if the IT Department made the presentation. After discussion, the general consensus of the Committee was that the IT Department prepare a compilation of the reports generated by the new system to be presented at a future Board Meeting.

Paul Dusek, County Attorney, entered the meeting at 10:14 a.m.

Relative to the second pending item, Mr. Metthe stated he had commenced the task of providing a report on the Employment and Training/NYS Department of Labor telecommunication project. He said a significant amount of time had elapsed awaiting for a response from New York State as they were responsible for a portion of the cost (70%) associated with this project. In addition, he suggested, amending the contract for the establishment of a PRI T1 line and he understood William Resse, Employment and Training Director, would make that request at his next Committee meeting. Based upon these updates, Mr. Metthe recommended this item be considered a project, thereby deleting it from the list of pending items.

Mr. Metthe indicated the third item related to computer classes for townships located within the County. Last year, he stated, many towns participated in the computer classes that were offered at the Municipal Center; however, any additional computer training was removed from the 2007 County Budget. Mr. Monroe emphasized the importance of this training and was hopeful that a compromise could be reached. Based upon feedback from

the County Departments, Mr. Metthe added that his Department was currently conducting monthly computer training sessions for staff. In an effort to include computer training for townships and departments in the 2008 County Budget, Mr. Gabriels asked Mr. Metthe for his recommendation. Mr. Monroe suggested the IT Committee propose a resolution requesting each department include the necessary computer training in future year budgets. Last year, Mr. Metthe said his department paid the entire cost of the training (approximately \$10,000); however, each department was charged back their share. Last year was a resurrection of computer training that occurred nearly five years ago and, he said, he did not anticipate the same response this year. Rather than bill the cost to the individual departments, Mr. Gabriels recommended the IT Department absorb the cost of the training. Upon discussions amongst the Committee members, Mr. Metthe was asked to report back to the Committee with a computer training plan, together with associated costs.

With respect to the last item on the Agenda, Mr. Metthe distributed copies of a Systems by Department Report, which identified all projects currently in progress and under the realm of the IT Department. He explained that a "custom system" was a computer program developed in-house while a "vendor system" utilized software from an outside vendor. In addition, Mr. Metthe stated he compiled a Report entitled System Requests, which itemized all outstanding work based upon the degree of value to the County. He noted 70% of their Department time was allotted to service requests (approximately 3,000 to 5,000) per year, while their secondary tasks included implementing changes to the systems currently being utilized. For a little more detail on System Requests, he said, he attached a sample of the Money Manager System to the Agenda packet.

There being no further business, on motion by Mr. Kenny and seconded by Mr. Monroe, Mr. Sokol adjourned the meeting at 10:30 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist