

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES - *INFORMATION TECHNOLOGY*

DATE: FEBRUARY 25, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
STRAINER
LOEB
MCDEVITT
MASON
VANSELOW

OTHERS PRESENT:

ROB METTHE, DIRECTOR OF INFORMATION TECHNOLOGY
JACOB HUME, WEB/INTRANET DEVELOPER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS CONOVER
WOOD

COMMITTEE MEMBER ABSENT:

SUPERVISOR FRASIER

DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Taylor called the meeting of the Support Services Committee to order 10:30 a.m.

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to approve the minutes of the prior meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Rob Metthe, Director of Information Technology, who distributed copies of the meeting agenda to the Committee members; a copy of same is on file with the minutes.

Commencing with the agenda review, Mr. Metthe presented a request to authorize William Mahar, Network Coordinator, to attend the New York State Local Government Information Technology Directors' Association (NYSLGITDA) Spring 2013 Conference in Saratoga Springs, NY on April 23-26, 2013. He advised the annual conference included 10-12 sessions providing updates on new and helpful information and also allowed for networking with other Information Technology leaders. In response to a question posed by Mr. Strainer, Mr. Metthe advised that the conference cost of \$49 included lodging for three nights and all meals.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve the request. *A copy of the executed Authorization to Attend Meeting or Convention form is on file with the minutes.*

Mr. Metthe advised the next agenda item pertained to a presentation on the new County website. He informed that evolving technology allowed many internet users to access websites via mobile devices and therefore, they were working to revise the Warren County website to a format allowing such use. Mr. Metthe introduced a member of his staff, Jacob Hume, Web/Intranet Developer, who had been working on the website changes and was in attendance to make a presentation on the new format.

Mr. Hume proceeded with a brief powerpoint presentation which displayed the current website format, advised of changing user statistics and problems with the current format; in addition, it provided several views of the new responsive design of the revised website format and listed many positive benefits. *A printed copy of the powerpoint presentation is on file with the minutes.*

Mr. Vanselow questioned whether the more user-friendly search options of the new site, which Mr. Hume indicated was intended to cater to the needs of users not familiar with the County's Departmental hierarchy, included cross referencing to allow multiple locations for certain topics; as an example, he questioned whether the DMV (Department of Motor Vehicles) section would be listed under both "D" for DMV and "A" for Automotive. Mr. Hume responded that although the listings were not alphabetical, he had employed cross referencing techniques to ensure topics could be found in multiple locations. For instance, he said, Building Permits would be listed under both the Business and Resident sections. Mr. Hume advised that as they received feedback from website users, they would review complaints/suggestions and incorporate them into the website format to further enhance its

ease of use.

At Mr. Taylor's request, Mr. Hume displayed the beta version of the website in order to show how it was navigated. Mr. McDevitt questioned whether other websites had been visited during the design process to incorporate alternate options offered and Mr. Hume replied affirmatively. He said he had worked with Mr. Metthe; Paul Dusek, County Administrator; and JoAnn McKinstry, Assistant to the County Administrator, to include methods they had found helpful on other websites.

A discussion ensued, during which Mr. Hume advised that the new website format would be launched later that day.

Mr. Loeb commented that he was very pleased the website was being revised as he had trouble finding things on the current version.

There being no further business to come before the Committee, on motion made by Mr. McDevitt and seconded by Mr. Strainer, Mr. Taylor adjourned the meeting at 10:56 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board