

**INFORMATION TECHNOLOGY  
COMMITTEE MEETING MINUTES**  
August 8, 2017

**Legislators Present:** Loretta Sullivan, Richard Huttleson, Martha Sauerbrey

**Legislators Absent:** Mike Roberts, Tracy Monell

**Meeting Date and Time:** August 8, 2017 at 10:50 AM

**Staff Present:** Douglas Camin, Director of Information Technology and Communication Services; Lisa McCafferty, Director of Public Health; Rita Hollenbeck, Budget Officer

A quorum was not present to accept the previous minutes.

**Budget Status:**

Mr. Camin stated that the budget is tracking as expected. He has transferred some funds in accounts to cover the error made in the Telephone Maintenance budget due to some expiring maintenance agreements that were not renewed.

Mr. Camin reviewed the 2018 budget proposal that he intends to submit to the budget officer. The overall budget decreases by approximately \$23K, or \$40K if the omission made in the 2017 budget is added back in.

Mr. Camin also reviewed the 2018 Capital Budget proposal. He explained that per the 5 year capital plan, ITCS had planned to expend \$20K this year to replace several server systems. This expense was reduced to \$5K and expended in 2017 due to an issue requiring earlier replacement. As such, the \$20K is not required in 2018. However, he explained that there was a need for a replacement of the primary SAN (storage area network) system to address several concerns with the disaster recovery SAN that is requiring staff intervention on a daily basis. This cost is \$41-45K and has previously been planned for 2018. He has requested moving this expenditure up to 2018 and potentially utilize monies from the Hardware Reserve account. Per discussion, Mrs. Hollenbeck noted that if this amount is less than the balance remaining in that account currently, the amount can be withdrawn immediately by resolution from the reserve. Mr. Camin indicated he is waiting for a quote to confirm exact pricing.

Mr. Camin also discussed a request from the GIS Manager to add a potential position for a GIS Technician in 2018. This request originates from GIS and Real Property. The position's cost would be partly offset by the discontinuation of a \$33K/yr contract Real Property maintains to do tax

mapping updates, however there are additional charges for services not included in that amount that are expended periodically as well. Ms. Sullivan asked if this position would result in a net increase in county cost or be a wash. Mr. Camin indicated he believed it would be an increase for at least part of the salary, but per the description of duties provided by the GIS Manager (handout), there were additional benefits to adding the position. Ms. Sullivan indicated that the Legislature's goal is typically to maintain or see a reduction in staffing unless there is a specific justifiable need. It was requested that the GIS Manager come to the next meeting to discuss the details of this position so the Legislature may have a better understand of the justification and whether to move forward or not.

Ms. Sullivan also asked about succession planning in GIS and the ITCS department in general. Mr. Camin noted that the GIS Technician position may provide a good path for the potential departure of the GIS Manager, and that within the ITCS department he was anticipating one retirement in 2017, and at least one in each of the following two years. There had been an expectation that ITCS may be able to reduce headcount after a retirement, but Mr. Camin indicated that given the expected order of retirements, it may make more logical sense from a succession planning perspective to replace the first retirement and then evaluate as each additional one comes available. Mrs. Sauerbrey noted that there is the potential of additional work coming to the door of ITCS due to the discussions of shared services occurring with the towns. Mrs. Hollenbeck pointed out that the ITCS department has taken on numerous new roles in the last four years as well, and given those changes in the scope of the ITCS department's responsibilities, it may not be practical to expect a reduction in staffing. Mr. Camin agreed with Mrs. Hollenbeck's comments, but indicated that we would have to evaluate over time.

On the topic of succession planning, Mr. Camin also mentioned that there is currently paperwork in process in the ITCS department to promote a staff member into the role of Deputy Director. This paperwork will be filed with the Personnel office.

**Status of Projects:**

- a. **Fixed Assets:** No change. Currently waiting on final evaluation being done by external auditor of discrepancies that remain between their list and the county's asset list.
- b. **TCMEE:** No additional updates.
- c. **SSRS:** No additional updates..
- d. **ESS:** No additional updates.

e. **New Hiring:** No additional updates.

f. **Records Purging:** No additional updates.

**Miscellaneous:**

**Fiber Optic Ring Construction:** This project continues on track. The county has submitted all payments for make-ready work and is waiting for the dates of completion. When that is completed the bid will be released for the completion of the fiber run. Completion is expected by fall.

**Southern Tier Network:** The final fiber runs are being completed. Mr. Camin anticipates that the construction of the POP (Point of Presence) at the 56 Main Street building will be built soon. He will touch base with the construction manager for additional updates and specific deadlines.

**Open Discussion:** None

Meeting was adjourned at 12:02 PM

Respectfully Submitted  
By  
Douglas J. Camin