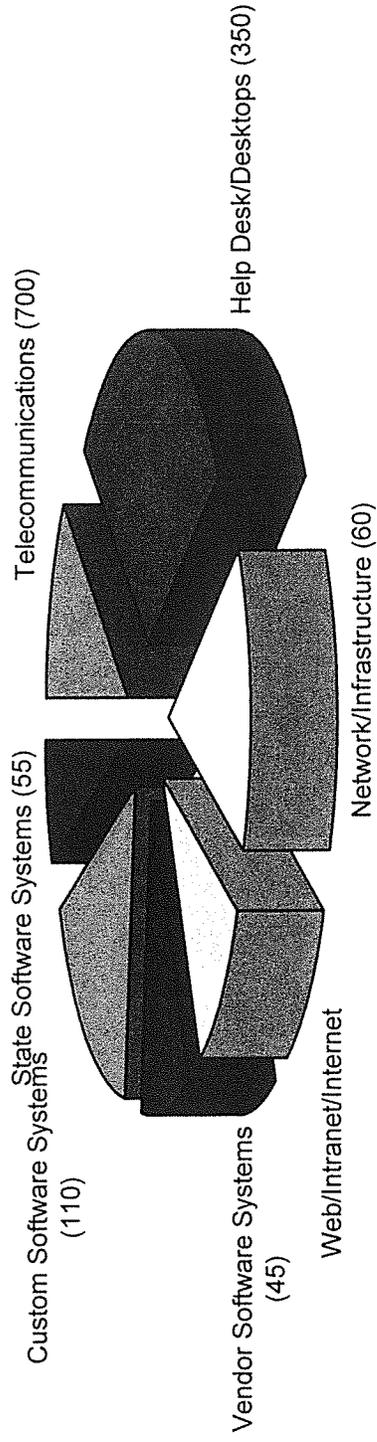


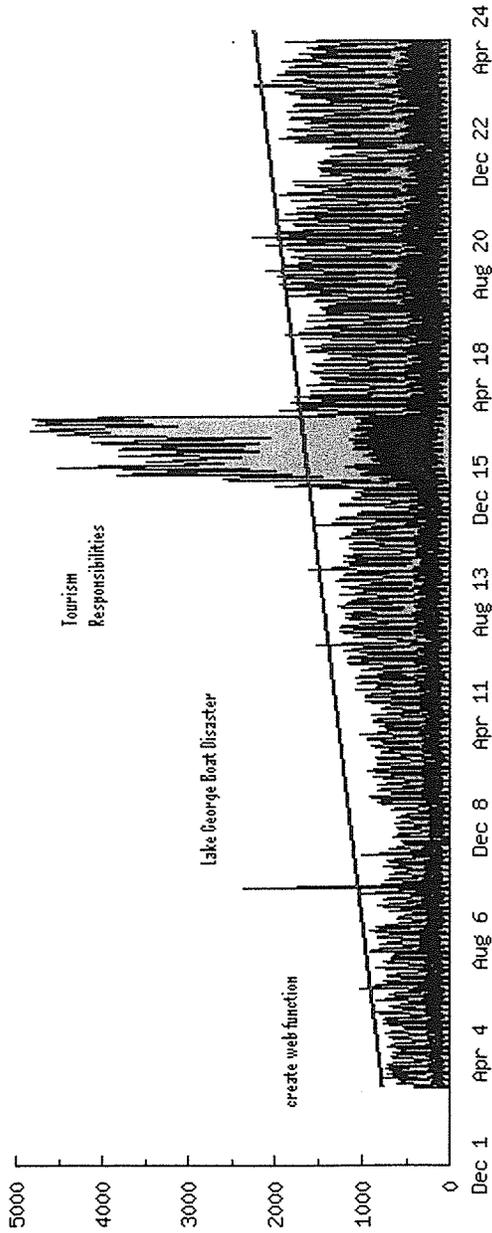
Warren County Information Technology Committee Meeting Agenda May 2008

- New York State Local Government Information Technology Director's Association Conference
 - Total cost to County = \$49
- New state contract pricing for a PC configured to our specs, is a very nice \$515
 - The 2007 price was \$690
 - Provide copies of our configuration to town supervisors
- Overtime line resolution
 - IT Committee put forward correct paperwork at budget time, budget folks said line was omitted in error
- Telecommunications Consultant
 - There has been another sea change in telecommunications and an opportunity for the County to cut telecommunications and data transmission costs
 - Request is to retain the services of a telecom consultant to provide analysis and professional guidance in helping the County navigate to these savings
 - The consultant, Rebecca Schlick, assisted me 4 years ago and we achieved a \$112,000 per year savings in County telecom costs. She assisted me again a year later for another \$40,000/year savings. Another consultant helped me in 2006 to achieve \$110,000 in checks from Verizon for mis-billings and overcharges over an 8 year period. The point being these efforts has been very profitable to the County
 - This contract is a not to exceed amount of \$3,000. I expect savings to be a minimum of \$10,000/year. The funds are in the existing Telecommunications budget
- Major Ongoing projects (a sampling)
 - Buildings Permits - permit tickler system
 - ISA server - Extranet
 - Time and Attendance
 - Tourism web site summer layout
 - DPW emergency help
 - New DSS building
 - DSS document management
 - MOMS/MCH (nurses with laptops)
 - 2008 Telecom contract renegotiation
 - Business Analyst - interviews & analysis to fill position or restructure IT department
 - Re-engineer Tourism office Systems
- workshop
 - Briefing book (PowerPoint)

Warren County Information Technology Systems by Area of Responsibility



Page Loads
 Unique Visitors
 Returning Visitors



Select Date: or -

Select Data: Show Page Loads Show Unique Visitors Show Returning Visitors

Warren County, NY Website

Usage of County web site has quadrupled since IT web function/position created, based on a tremendous, constantly increasing, amount of content and services on site.

Why is this valuable? It creates a win-win situation for the citizen and the County.

For the citizen

- information/services are available 24X7

- information/services are available without traveling to County center

For the County

- reduces labor/staff needed at counters, and/or time and expense of mailing information

This is the beginning of e-government for Warren County

According to a report by the market research firm Frost & Sullivan, on average, it costs an organization \$33 to have a customer service agent respond to a query by phone, \$88 to respond via e-mail and 95 cents through the Web site.

Sanity check: Five reasons to centralize your IT department

Date: March 31st, 2008

Author: Jason Hiner

Category: IT management, IT strategy, IT leadership

Tags: Centralization, Information Technology, Strategic Planning, Strategy, Management, Jason Hiner

The centralization vs. decentralization argument regularly rears its head in most IT organizations. Some of them fall into a cyclical pattern while others are more like a pendulum that swings back and forth from one extreme to the other.

In order to uncover the issues involved in this dichotomy, TechRepublic will provide a series of articles aimed at IT leaders. The first is this look at the top five arguments for centralization.

5. Avoid duplication of effort

One of the distinguishing features of decentralization is that there are various IT groups scattered throughout the organization, each tied to separate departments or business units. While this can allow for rapid deployment, rapid changes, and rapid troubleshooting, it often results in IT groups that do not communicate well with each other, do not share best practices, and do not share resources. Those factors can lead IT to centralize in order to avoid this major duplication of effort.

4. Improve security

Security is most effective when you can quickly account for all of your digital assets. In a centralized model, IT has much closer control over all of those assets and so has a much better shot at securing them. In a decentralized model, it's difficult to get a good picture of what assets you have and where they are located, and so security becomes far more challenging and less accurate.

3. Standardize operations

Centralization provides the opportunity to standardize IT operations across the company, establish best practices, and implement guidelines for IT governance. One of the most popular methods of doing this is with ITIL, but in order to do ITIL or almost any other standardization, you have to undertake some centralization as part of the process.

2. Allow for more specialization

When you centralize the professionals of the IT department, you give yourself the opportunity to hire or train highly-specialized IT workers, such as Oracle database engineers, information

security specialists, and programmers in niche areas. Centralization makes this affordable because you can share these resources across multiple departments and business units.

1. Cut costs

Decreasing worker duplication and standardizing IT operations are a means to the end of cutting costs and running a more efficient IT department. Centralization is almost always done by companies that are looking to save money by reducing the IT budget. By contrast, decentralization is usually undertaken by companies that need to move faster and be more responsive to customers, even if it means spending more money on IT.

Final word

The number one point (cutting costs with centralization) brings us to the one big drawback of centralization: response times. Whenever you centralize, the response time of the IT department almost always increases.

This is part of the natural balance you have to weigh. When you centralize resources, you create bottlenecks. It's an unavoidable trade-off in most cases, and these bottlenecks will sometimes cause IT services to be delivered more slowly than if they were decentralized. You have to be willing to accept that if you are going to centralize.

Next week, look for "Five reasons to de-centralize your IT department." And for more on this subject, check out these resources:

Understand and control the centralization cycle
IT's responsiveness tied to agility
Is the best IT model the centralized or decentralized approach?

Also, please take our poll to let us know where your IT department stands:

Poll: Is your IT department centralized or decentralized?

People who read this, also read...

Understand and control the centralization cycle
Sanity check: If you're working on IT-business alignment, you've already lost
Sanity check: IT-business alignment, part 2 -- avoiding the alignment trap
Six ways IT consultants can build their reputation
Poll: Is your IT department centralized or decentralized?

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Information Technology

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Telecommunications Consulting
- (c) Name of Contractor: Rebecca Schlick
- (d) Address of Contractor: 2 Hawthorne Drive, Ft Edward, N.Y. 12828
- (e) Contractor's Contact Person and Telephone Number: (518) 743-0404
- (f) Has or will the Contract be provided, if so, please attach: County generated
- (g) Commencement Date of Contract: 5/23/2008
- (h) Termination Date of Contract: 12/31/2008
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount \$40
 - iii) total amount not to exceed \$3,000
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. monthly
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A1681.470

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Information Technology hereby authorizes Robert Metthe

(Supervisory Committee) (Employee Name)

to attend NYS Local Government Information Technology Directors's Association 2008 Conference

(Name of meeting or organization)

at Saratoga Springs, NY

(Address)

on May 6-9, 2008. Mode of transportation to be used County vehicle

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ total cost to County for conference, room, and meals = \$49
GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 4/30/2008

Robert Metthe
Department Head Signature

Date: 5/1/2008

Dan J. [Signature]
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE**



NYSLGITDA

NEW YORK STATE LOCAL GOVERNMENT INFORMATION TECHNOLOGY
DIRECTOR'S ASSOCIATION

Ed Hemminger (Ontario) President
Dale Nieswiadomy (Livingston) Vice-President
James Brady (Chemung) Treasurer
Dave Cucciarre (Delaware) Secretary

Spring Conference 2008 Information **May 6 – May 9, 2008**

Washington County will be hosting the New York State Local Government Information Technology Directors' Association (NYSLGITDA) Spring 2008 Conference. This conference is the premier event for government technology leaders in New York State. All current members as well as any Local or NY State Government employee with IT leadership responsibilities are invited to join us at the Saratoga Hotel and Conference Center located in Saratoga Springs, NY (<http://www.thesaratogahotel.com>), beginning on Tuesday May 6th and running to Friday, May 9, 2008. Spend up to 4 days and 3 nights with government IT leaders and your peers discussing your important issues and technology solutions.

We offer this tremendous conference for the great price of \$49 Conference Fee per attendee with an additional \$49 cost for your guest. To get this low price, reservations must be made by **April 2, 2008**. The Conference Fee includes lodging for 3 nights and all meals.

We have some great speakers and enlightening presentations all focused around government IT issues. We also set up our famous Vendor Event on Thursday. See the agenda for details and check our web site for updates on vendor attendance.

Check-in and conference registration will begin on Tuesday May 6th at 12:00 p.m. Lunch will be on your own, with conference kick off at 1:30p.m.

Hotel reservations will be handled through the NYSLGITDA for The Saratoga Hotel. We cannot guarantee a room if you do not register by **April 2, 2008**. **Please make a special note of this date as it is earlier than previous years.**

Please confirm your attendance as soon as possible with Karen Pratt via the registration form on page 3. Continue to check our web site at www.nyslgitda.org for additional information, as it becomes available. If you have any other questions, please call President Ed Hemminger at (585) 396-4502, Vice-President Dale Nieswiadomy at (585) 243-7113, or Karen at (518)746-2119.

NYSLGITDA Spring 2008 Conference Agenda

Tuesday May 6, 2007

- 12:00 – 4:00 p.m. Check-in - Registration
- 1:30 – Welcome/Opening Comments – Ed Hemminger (10 minutes)
- 1:40 – NY State Center for Technology in Government XML Testbed Project Update – Derek Wertmuller, Director of Technical Services and Jim Costello, Web Application Developer (1 hour)
- 2:40 – Break
- 3:00 – NY State Forum – Small/Medium Agency and Local Government Special Interest Group Presentation – Shares/Managed Services (2 hours) – See Attached for details
- 5:30 – 9:00 p.m. Dinner SPONSORED BY Emerson Liebert/Dell

Wednesday May 7, 2007

- 6:30 – 8:30 a.m. Breakfast for overnight guests only
- 7:30 – Audit Committee meets over breakfast
- 9:00 – 11:15 a.m. General Meeting
 - Welcome – Mayor of the City of Saratoga Springs – Scott Johnson
 - Roundtable (each attending municipality briefly explains their two most important projects)
- 11:15 – Association Business (election to fill Board position)
- 11:30 – 12:00 Keynote – NY State CIO – Dr. Melodie Mayberry-Stewart
- 12:00 – 1:00 p.m. Lunch Buffet SPONSORED BY Hewlett Packard
- 1:30 – 3:30 p.m. NY State CIO's CIO Council Quarterly Meeting
- 3:30 – Break
- 4:00 – Sample Email Policy – Ann Marie Przybyla (30 minutes)
- 4:30 – DOH Update – Brian Scott (20 minutes)
- 4:50 – IJAB Update – Anne Roest (20 minutes)
- 5:30 – 9:00 p.m. Social/Dinner with Vendors and Entertainment

Thursday May 8, 2007

- 7:00 – 9:00 a.m. Breakfast with Vendors
- 9:00 – 2:00 p.m. Vendor Fair
- 12:00 – 2:00 p.m. Lunch in the Vendor Fair Area
- 3:00 – OCFS Update – Bill Travis (20 minutes)
- 3:20 – OTDA Update – Dan Chan (20 minutes)
- 3:40 – OFT Update – Dan Healy (20 minutes)
- 4:00 – Broome County IT Video to Legislature (15 minutes)
- 4:15 – NYSLGITDA Web Site Update – Rich Caunitz (15 minutes)
- 4:30 – Broadband Council Update – Ed Hemminger (15 minutes)
- 4:45 – Ontario County Fiber Project Update – Ed Hemminger (30 minutes)
- 5:30 – 9:00 p.m. Dinner

Friday May 9, 2007

- 6:30 – 8:30 a.m. Breakfast for overnight guests only
- 9:00 – 12:00 p.m. NYSLGITDA and NY State GMIS Chapter Board Meetings