

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **INFORMATION TECHNOLOGY**

DATE: AUGUST 2, 2007

Committee Members Present:

Supervisors Sheehan
 Kenny
 Monroe
 VanNess
 Gabriels
 Geraghty

Others Present:

Robert Metthe, Director, Information Technology
JoAnn McKinstry, Deputy Commissioner of
 Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Julie Pacyna, Purchasing Agent
Todd Lunt, Director, Human Resources
Supervisor F. Thomas
Debra L. Schreiber, Legislative Office Specialist

Committee Member Absent:

Supervisor Sokol

Mr. Sheehan called the meeting to order at 10:30 a.m.

Motion was made by Mr. Geraghty, seconded by Mr. Kenny, and carried unanimously to approve the minutes of the May 3, 2007 Committee meeting, subject to correction by the Clerk.

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

Commencing with Item 1 of the agenda, Mr. Metthe requested permission for Tammie DeLorenzo, Business Analyst, to attend the New World 2007 Executive Customer Conference in Baltimore, Maryland, from September 23 to September 25, 2007.

Motion was made by Mr. Kenny and seconded by Mr. Geraghty approving the request as submitted.

Mr. Gabriels queried whether the Information Technology Department had the funds within their budget to approve such request and Mr. Metthe replied affirmatively.

After discussion, Mr. Sheehan called the question, the motion was carried unanimously; and the necessary resolution was authorized for the August 17, 2007 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Referring to Item 2, Mr. Metthe reported that the survey results were relatively split regarding the purchase of Supervisor laptops, with eight Supervisors voting in favor, seven opposed and the rest undecided. He said it was his opinion that perhaps this matter should

be tabled indefinitely pending an advancement in technology; however, he related, there were laptops available in the IT Department for Supervisor use. The general consensus of the Committee agreed with Mr. Metthe and suggested that they utilize the current technology to their advantage.

Mr. Metthe apprised the Committee that they were currently instituting a new *online* software program called *Sharepoint*. He said this new software assisted many Departments in making their data more organized and easily accessible, both internally and online. He stated the Office of the Board of Supervisors (BOS) uploaded their 2007 Committee minutes, Board minutes, proceeding books (2002 through 2004), as well as other miscellaneous information to the BOS site. In addition, he said, JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, incorporated valuable information, such as resolution request forms, budget information, computer training sessions, et cetera, to the Department Head site. He briefly explained how the Supervisors could obtain this information utilizing Google Search.

In response to an inquiry by Mr. Monroe, Joan Sady, Clerk of the Board, responded that a majority of the Supervisors had access to a computer. Mr. Monroe suggested that the annual reports prepared by the individual departments be included on this Sharepoint website as well.

Todd Lunt, Director, Human Resources, entered the meeting at 10:40 a.m.

Mrs. Sady recommended that Mr. Metthe give a Sharepoint demonstration to the Department Heads at their next meeting explaining the many advantages of this software and the information currently available from the Departments already utilizing this site.

In response to Messrs. Gabriels and Monroe seeking the availability of the department annual reports online for 2008, Mr. Metthe responded that some reports were already available.

Mr. VanNess commented that the IT Committee had previously established a Capital Reserve Fund with \$100,000 to improve the computer technology of Warren County. Mr. Metthe apprised that many departments were now utilizing this new Sharepoint software and expected it to enhance the business of Warren County.

A discussion ensued.

Continuing on with Item 3, Mr. Metthe reminded the Committee that prior to the computer training being eliminated from the 2007 County Budget, his Department contracted with an outside agency to teach computer classes at a reduced rate. However, he said, this year, their Business Analyst conducted many computer-related courses in-house that proved to

be very successful and the response they received was overwhelming. Mr. VanNess suggested that Mr. Metthe continue the in-house computer training; however, if he felt his budget needed to be re-evaluated, then he should bring the matter before the Committee. He said he would like to convey a message to the Budget Officer that on behalf of the Committee, they were requesting additional funds be put in the Information Technology Department budget for in-house computer training rather than contracting with an outside agency. Mrs. Sady acknowledged the importance of the on-going in-house computer training that she found to be extremely valuable to her Department. Mr. Monroe queried whether this training was available to the local towns and Mr. Metthe replied that there were often openings available in the various computer training classes they offered so they could be extended to the towns.

Mr. Mette indicated there was a policy relative to County inventory being advertised on eBay. He said the IT Department currently possessed a highly specialized piece of equipment that he anticipated would earn a greater financial return if it were advertised outside the perimeters of Warren County. Julie Pacyna, Purchasing Agent, explained it was not the standard protocol of the County to ship inventory nor do they pay for the shipment of any items. She said she recalled a time when the previous Purchasing Agent made an exception to this policy that had an unfavorable outcome; however, she stated, she did not anticipate any difficulty shipping this piece of equipment.

Motion was made by Mr. VanNess and seconded by Mr. Monroe approving the request to advertise this piece of equipment and any cost relating to the shipment of this equipment would be the responsibility of the purchaser.

Mr. Monroe suggested the equipment be insured for loss or damage at the time of shipment.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously to approve the request as outlined above.

Mr. Metthe explained that funds generated from eBay sales were normally returned to the General Fund; however, he said, he would request the funds from the sale of this equipment be returned to the IT Department Budget. Mr. Metthe said he confirmed his request with the Deputy Treasurer, pending Committee approval. Mrs. Pacyna informed the Committee the \$6,000 in revenue generated by eBay sales had already exceeded her estimation of \$3,600 for 2007.

Motion was made by Mr. Kenny and seconded by Mr. VanNess authorizing the funds from the sale of this equipment be returned to the IT Budget.

Mr. Gabriels questioned whether this procedure would be utilized for *all* eBay sales or just

this particular sale. Mrs. Pacyna commented that a department would only receive the sale proceeds if they were being reimbursed by the State or Federal Government. Furthermore, she said, it would be difficult to track County inventory as not all equipment was identified. In response to an inquiry by Mr. VanNess, Mr. Metthe replied his request was for this particular item only.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously authorizing the sale proceeds for this particular item be returned to the IT Budget.

Mrs. Pacyna exited the meeting at 10:58 a.m.

Referring to the list of Pending Items on the agenda, Mr. Metthe reported that the encryption software on the laptops had an administrative password should the primary passwords be lost or misplaced.

Mr. Metthe said he anticipated presenting a New World demonstration to the Supervisors in the near future.

Referring to the Budget Performance Report of the IT Department, Mr. Gabriels queried whether the 30% used/received under Informational Technology Fees was normal. Mr. Metthe responded that a majority of the revenue from that code (2228) involved the Memorandum of Understanding (MOU) between the IT Department and the Department of Social Services (DSS). While he anticipated receiving these funds, he said, they only invoiced that Department quarterly.

Discussion ensued.

Mr. Sheehan apprised that Hal Payne, Commissioner of Administrative & Fiscal Services, requested a transfer of funds for the Printshop, in the amount of \$750, for office equipment.

Motion was made by Mr. VanNess, seconded by Mr. Gabriels and carried unanimously approving the request as presented, and to refer same to the Finance Committee for consideration. *A copy of the resolution request form is on file with the minutes.*

There being no further business, on motion by Mr. Kenny and seconded by Mr. Gabriels, Mr. Sheehan adjourned the meeting at 11:05 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist