

TECHNOLOGY COMMITTEE

Approved Minutes

DATE: August 5, 2003

TIME: 8:59 a.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Gordon Schrotenboer, Daniel Krueger, Jon Overway, Tim Secen, Jim Mankoski

ABSENT: Chris Kuncaitis

STAFF & GUESTS: Robert Oosterbaan, Administrator; Gary Scholten, Register of Deeds; Steve Kraai, Sheriff's Department; Mark Knudsen, Planning & Grants Director; Greg Westra, MIS; Mark Scheerhorn, Administrative Services Director; Greg Rappleye, Corporation Counsel; Larry Hall, MIS; Barry Kantz, District Court Administrator; Kevin Bowling, Circuit Court Administrator; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the June 3, 2003, meeting as presented and approve by consent the agenda of today as presented and amended to add to Discussion Item #2 - Possible Motion/Referral.

DISCUSSION ITEMS

1. Register of Deeds Status of Files Out-Sourcing - Gary Scholten reported the contract with ACS was signed the first of April. ACS is in the process of converting the data. A demo site was setup in the Register of Deeds Office last week. He is hoping the process will be complete by the end of December. Gary stated the challenge now is getting through the large number of documents that are coming in daily. The Register of Deeds Office is averaging 600 documents per day. The issue now is how receipts are going to be brought over to the Treasurer's Office system to comply with the retention schedule.
2. Update of Communications Network - Mark Scheerhorn reported John Childs, ISDN Consultant, is trying to get the language approved. The Board of Public Works wants the language more agreeable to them which is causing a problem. Steve Namenye and John Childs are continuing to work out the details on how to bring the communication into the buildings, equipment, etc. The project cost was first estimated at a million plus but now is around \$450,000. The consultant is saying that fiber technology will last at least 20 years.

TC 03-006 Motion: To forward the "Update of Communications Network" to a Board Work Session.

Moved by: Kortman

Supported by: Krueger

UNANIMOUS

3. Imaging Records Status (Possible Motion/Referral)

- A. District Court - Barry Kantz reported he was approached by a vender on imaging records and he is interested in seeing what imaging can do for District Court. He reported problems with access and storage due to having over 50,000 cases. The problem is the State Court Administrator's Office has not approved imaging because of archival issues.
- B. Circuit Court - Kevin Bowling, Circuit Court Administrator, introduced himself. Circuit Court is also looking into imaging. He reported the State Court Administrator has been looking at it for a number of years and bills have been in and out of the legislature. The State Archivist's is concerned that disk technology hasn't been around long enough so no one can say for sure how long it will last. Kevin reported he has been working with Daniel Krueger on e-filings. A vendor is in place, cost effective plan, contacts have been made for Ottawa County to be a pilot project. Lexis Nexis has done an assessment of the Clerk's Office. He reported they are getting support from Lansing to move forward.

Kevin reported that in other states where e-filings are used, there is an improving public image of the courts, it saves staff time and telephone calls.

- C. County Clerk - Imaging is not a major technology issue for the legislature, other issues are always coming up. There are two bills presently in the legislature. Imaging would generate revenue, make accessibility of records easier, reduce manpower and be able to transfer records intercounty.

Bob Oosterbaan reported the State Archivist is worried the technology will move so fast that the equipment will not be reading disks in years to come.

Jim Mankoski embraces imaging wherever possible.

TC 03-007

Motion: To forward the "Imaging Record Status" update to a Board Work Session.
Moved by: Kortman Supported by: Mankoski UNANIMOUS

- 4. Link Michigan - Mark Knudsen, Planning and Grants Director, updated the Committee on Link Michigan. He reported they received a \$100,000 grant from the State of Michigan about a year ago to study Broadband. The State is conducting these studies statewide. Ottawa county partnered with Kent, Ionia and Muskegon Counties to hire a joint consultant to get cost sharing on the study. The purpose of the project was to create jobs, 50% for low to moderate income people through the use of Broadband infrastructure. Mark reported a draft copy is back from the consultant and they are holding a significant amount from the consultant because they don't feel they are getting what they paid for. Kent County has accepted their report and realize the shortcomings. Ottawa County is going to hold off until we have a final report from the consultant that makes sense.
- 5. Lotus Notes 6 Upgrade - Larry Hall, Project Manager, reported Lotus Notes is in the process of being upgraded to version 6. Approximately 700 of 970 users have been converted. The project started May 24th and they hope to have it completed

by the end of August. 664 users have taken the Lotus Notes Introduction Class. The Sheriff Department's Scheduling System is almost completed.

6. Round Table Discussion:

Jim Mankoski reported the MIS Annual Report goes before the Board in August. At this time, there are 95 outstanding project request. MIS receives approximately three new request a day. Backlog is reduced by 26% from this time last year as a PC support person was added.

Kevin Bowling reports the State Auditors would be here Wednesday. He will be meeting with Steve Barr from the Sheriff's Department this Friday regarding video arraignments for Circuit Court.

Daniel Krueger commented that the Justice User Team does a good job. Ottawa County has the best Criminal Justice System in the State. The judges and attorneys are excited about moving ahead with e-filings.

Gary Scholten's goal is to digitize the Register of Deeds records back to 1837.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:45 a.m