

TECHNOLOGY COMMITTEE

Approved Minutes

DATE: October 7, 2003

TIME: 9:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Jim Mankoski, Jon Overway, Gordon Schrotenboer, Christopher Kuncaitis

ABSENT: Daniel Krueger, Tim Secen

STAFF & GUESTS: Steve Kraai, Sheriff Department; Gary Rosema, Sheriff; Rosemary Zink, Finance Director; Mark Scheerhorn, Administrative Services Director; Steve Namenye, Telecommunication Specialist; Greg Westra, MIS; Larry Hall, MIS; Mark Krouse, MIS; Gary Scholten, Register of Deeds; Kevin Bowling, Circuit Court Administrator; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

TC 03-008 Motion: To approve the Minutes of the August 5, 2003, meeting as presented and to approve the agenda of today as presented and amended removing Discussion Item #1 - Presentation of County Clerk Imaging Economics Report.

Moved by: Kortman Supported by: Mankoski UNANIMOUS

SUBJECT: STRATEGIC PLAN FOR EDM - ELECTRONIC DOCUMENT MANAGEMENT

TC 03-009 Motion: To accept the Strategic Plan for EDM - Electronic Document Management for the first reading and final presentation at the November meeting for approval to the Board of Commissioners.

Moved by: Mankoski Supported by: Kortman UNANIMOUS

SUBJECT: PRESENTATION OF SHERIFF DEPARTMENT IMAGING PROPOSAL

TC 03-010 Motion: To approve and forward to the Planning and Policy Committee and Finance and Administration Committee the Sheriff Department Imaging Proposal subject to availability of funds.

Moved by: Mankoski Supported by: Overway UNANIMOUS

SUBJECT: PRESENTATION OF FIBER COMMUNICATIONS ECONOMICS - SBC VS FIBER VS WIRELESS

TC 03-011 Motion: To approve and forward the Fiber Communications Economics - SBC vs Fiber vs Wireless to the Planning and Policy Committee.

Moved by: Mankoski Supported by: Overway UNANIMOUS

SUBJECT: PRESENTATION OF COURTLINK EFILE

TC 03-012 Motion: To approve and forward the Courtlink eFile to the Planning and Policy Committee.

Moved by: Overway Supported by: Kortman UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. MIS Department Educational Process - Jim Mankoski explained how the MIS department is keeping current with technology changes. Each technician spends at least 10% of their time each day upgrading their personal knowledge on new offerings or changes that they use in their job. The MIS department maintains a library of 66 publications that are available to all personnel. Jim reported there is a budget consideration with respect to formal training. He requested \$43,095 for Conference and Other Travel but was approved for \$30,000. Mrs. Kortman stated that with technology moving so fast it is important for make sure employees have the best training.

2. Status of Register of Deeds Out-Sourcing of Documents - Gary Scholten reported the ACS contract was signed back in April. All indexes back to 1998 had to be converted to the ACS software. Translating the language from Cherryland to ACS took from April to September. At the end of September, they went live. ACS Corporation felt very good with the conversion. There have been some glitches but ACS has been very responsive. Challenges have been security issues. Abstractors come in and their computers are unable to talk to the county computers. Gary's objective is to become paperless over the next couple of years. The cost is to have the paper imaged and indexed. ACS is capable of accepting e-filings.

3. Round table discussion - None

4. Future agenda considerations - Presentation of County Clerk Imaging Economics Report (Daniel Krueger) and Status of Register of Deeds Out-Sourcing of Documents (Gary Scholten).

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:50 a.m.