

TECHNOLOGY COMMITTEE

Approved Minutes

DATE: November 4, 2003

TIME: 9:00 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Daniel Krueger, Tim Secen

STAFF & GUESTS: Robert Oosterbaan, Administrator; Mary Richardson, Treasurer; Kathy Haiker, Deputy Register of Deeds; Gary Scholten, Register of Deeds; Greg Westra, MIS; Larry Hall, MIS; Dave Hulst, MIS; Mark Krouse, MIS; Rosemary Zink, Finance Director; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the October 7, 2003, meeting as presented and approve by consent the agenda of today as presented.

Tim Secen arrive at 9:03 a.m.

SUBJECT: STRATEGIC PLAN FOR EDM - ELECTRONIC DOCUMENT MANAGEMENT

TC 03-013 Motion: To accept the Strategic Plan for Electronic Document Management for a second reading and final presentation for approval to the Board of Commissioners.

Moved by: Kortman Supported by: Kuncaitis UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Register of Deeds Out-Sourcing of Documents

a. Status - Register of Deeds - Gary Scholten updated the committee. He reported the AC contract was signed at the end of March. They went live with the ACS product the last week of September. ACS provided training for two weeks in the Register of Deeds Office. The staff is now learning on trial and error until ACS returns to answer the questions that come up. ACS is now working on e-filings (pilot program will take place with Harbor Title), A.P.R.I.S. Product is getting under way, and general interent access of documents.

b. In-House Integration - Much discussion regarding interconnectivity. County computers have been removed from the desks in the Register of Deeds Office and replaced with ACS equipment. A work request was submitted to MIS about three weeks ago for the county to establish a communication link with ACS. Kathy Haiker reported some primary goals for the staff access on the ACS computers would be e-mail, county announcements, Human Resources forms, insurance information, AS400 connection, etc. Gary Scholten would like to see a MIS person and ACS person explore how this has been done in Oakland County.

Administration expressed concerns of tying into another system through the outside. Dave Hulst questioned if county software is installed on the ACS computers, who is responsible if problems arise? Jim Mankoski stated MIS needs to service the employees but if changing in midstream, MIS needs to be compensated. He

stated Register of Deeds contracted with ACS to supply these services. Jon Overway believes the MIS Department needs to be directly involved and play a role in this.

The Chair sees the two main issues as security and hardware in-house. Consensus of the committee is for Register of Deeds, the MIS Department and a representative from ACS to get together and talk. Gary Scholten to set this up.

c. Treasurer's Office Integration - Mary Richardson reported an updated Internal Control Procedures will be coming to Rosemary Zink for review. The Treasurer's Office is looking forward to e-filings and working with the Register of Deeds sharing the same external customers.

2. MIS Training Survey - Jim Mankoski reported the MIS Training Surveys went out on October 29th to 73 users including the Commissioners, all elected officials, department heads and MIS staff. At this date, only four have been returned not including the MIS staff. The idea behind the survey is to find out what the department heads want. Beginning in 2004, a transition to the Microsoft family of software products will begin.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:34 a.m.