

## TECHNOLOGY COMMITTEE

### Approved Minutes

DATE: December 2, 2003

TIME: 9:02 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Daniel Krueger

STAFF & GUESTS: Gary Scholten, Register of Deeds; Robert Oosterbaan, Administrator; Mary Richardson, Treasurer; Rosemary Zink, Finance Director; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the November 4, 2003, meeting as presented and approve by consent the agenda of today as presented.

SUBJECT: DISCUSSION ITEMS

1. Update of ACS Computer Access to Ottawa Lotus Notes System - Gary Scholten reported the Cherryland System used to be tied into the AS400. As of April 1st, a contract was signed with ACS to house the information in Dallas, Texas. Gary questioned the best was for staff to get communications from MIS. He said it could occur in two ways - 1) establish internet addresses through ACS or 2) two data bases be linked and communicate with each other. He also questioned customers being able to access tax roles. He would like customers to be able to go into the Register of Deeds system and be able to look at back taxes and legal property descriptions. This is possible through the feedback he has been given.

Administration reported that the contract with the vendor states they will supply the Register of Deeds Office with e-mail addresses. At this time, there are five computers in the office still hooked to the AS400 (lotus notes) and only one is budgeted in 2004. The contract with the vendor states the e-mail account will cost \$25 per user per month. Rosemary Zink had some budget concerns with this and would like to see who really needs access in the office.

Jon Overway said the operating needs of the staff need to be looked at in order for them to do their jobs. Don't limit staff because of the contract. The contract needs to be looked at so it's a benefit to the staff and the customers. The Treasurer's records are indexed by address and parcel number where the Register of Deeds records are indexed by description.

Mary Richardson reported her system will be accessible sometime in 2004 and she will maintain one PC for payroll. Access will be through proper levels of authority and security. She reported some shared customers will continue to walk-in and access data through the county computer not through internet connections.

Jim Mankoski reported he hasn't met yet with Gary Scholten and ACS. He is waiting for required information from the Sheriff. Chris Kuncaitis feels a conference call would open the first step. Gary Scholten has asked

ACS to stop with the e-mail addresses at this point so other options can be looked at.

MIS feels this situation was a hostile takeover of MIS.

Mrs. Kortman recommended Tim Secen and Chris Kuncaitis be part of the conference call with ACS to dissolve some of the issues. This call can open the door to other discussions dealing with integration and how we look into the future.

2. MIS Department Educational Process - Jim Mankoski explained the MIS staff meet their job descriptions and there are no accreditation requirements in the present job descriptions. There are no certifications in the MIS Department today because there isn't a need. It was questioned if the county should have a policy and if certifications should be maintained. Mr. Schrotenboer stated certifications are a good measure and Planning & Policy should look at this issue.

3. MIS Training Survey - Jim Mankoski stated 73 surveys were distributed and 25 of them were returned. He will be reworking the survey so not every question needs to be answered to respond. Jim will be discussing training issues with the new Administrator and see how he wants to proceed.

4. Round Table Discussion - Technology Committee Future/Referral - Mr. Schrotenboer doesn't know yet if the committee will continue. There has been some discussion to continue as an Ad Hoc Committee. Tim Secen feels short-term Plans and Strategies in the Mission Statement have been looked at but need to look at long-term plans.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:27 a.m.