APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
TECHNOLOGY COMMITTEE

Tuesday, April 13, 2004 9:00 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive

DATE: April 13, 2004

TIME: 9:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Daniel Krueger, Gordon Schrotenboer, Tim Secan, Christopher Kuncaitis, James Mankoski

ABSENT: Jon Overway

STAFF & GUESTS: Alan Vanderberg, Administrator; Gary Scholten, Register of Deeds; Tami Harvey, Family Court; Penni Payne, Probate Court; Dave Schipper, District Court; Steve Kraai, Sheriff's Dept.; Mary Richardson, Treasurer; Karen Fish, Chief Deputy Treasurer; Marie Waalkes, Sheriff's Dept.; Steve Crumb, Sheriff's Dept.; Barry Kantz, District Court Administrator; Rich Francisco, GIS; Aaron Boos, GIS; Harold Harper, MIS; Larry Hall, MIS; June Hagan, Accounting Director; Mark Knudsen, Planning & Grants Director; Mark Scheerhorn, Administrative Services Director; Jan DeVries, FIA; Rosemary Zink, Finance Director; Rich Schurkamp, Human Resources Director; Kevin Bowling, Circuit Court Administrator; Shannon Copper, Health Department; Michael Galligan, Equalization Director; Gregory Westra, MIS; Terry Archambault, MIS; David Hulst, MIS; John Scholtz, Parks & Recreation Director; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS
Approve by consent the agenda of today as presented and amended changing the date from March 9, 2004 to April 13, 2004.

SUBJECT: DISCUSSION ITEMS
1. AccessKent Presentation - A power point presentation of Kent County's website was presented by JoAnn Arcand, General Manager of Michigan Local Interactive.

2. County Clerk

   a. Integration of Scanner/Microfilmer with Imaging System - Daniel Krueger reported the Clerk's Office received the Cannon 5060 Scanner at the end of October. Larry Hall will make the necessary adjustments to hookup the new PC.

   b. E-filing Implementation - Daniel Krueger reported everything is in place. The credit card information is taken care of. May 3rd is the tentative schedule to go live. Kevin Bowling and Dan will start working on the advertising campaign. At this time, only civil court cases will be implemented.

   c. Court Records Imaging - There was a meeting held this morning with a number of departments. Hoping to have implementation in the next couple of years. The initial costs are heavy up front but time and money will be saved in the future. Will be looking at the programs in Muskegon and St. Clair Counties.

   d. Credit Card Utilization & On-Line Record Purchases - Daniel Krueger has looked at VitalChek the company the State uses for credit card purchases. Guidelines for on-line purchases have to be maintain for confidentiality. The legislature is looking at more restricting laws.

e. Board Minutes Search Program - At this time, there is a search program through Lotus Notes. Dan is looking for a program that will search permanent records which include the Resolutions and Contracts passed by the Board since these are not on-line.

3. MIS Project Update - Jim Mankoski reported there are 120+ active project requests at this time. At the beginning of March, there were 143 requests and 122 at the end of the month. Jim reported good progress has been made.

4. MIS Evaluation RFP - Alan Vanderberg reported he will be mailing the status report to the committee members in the next couple of days.

5. Determine Future Dates/Time of Technology Committee Meetings - Gordon Schrotenboer asked Alan Vanderberg to setup a schedule.

6. Comments -

Chris Kuncaitis stated a good presentation was made by AccessKent. He questioned who owns source code? Joyce Kortman would like to see cost savings by department.

Gary Scholten reported the Register of Deeds Office is now receiving e-filings. A $1,000 worth of transactions have been accepted.

SUBJECT: ADJOURNMENT
The meeting adjourned at 10:55 p.m.

Agenda

Consent Items:

1. Approval of Agenda of March 9, 2004 Meeting

Discussion Items:

1. AccessKent Presentation

2. County Clerk

   a. Integration of Scanner/Microfilmer with Imaging System (Dan Krueger)

   b. E-filing Implementation (Dan Krueger)

   c. Court Record Imaging (Dan Krueger)

   d. Credit Card Utilization (Dan Krueger)

   e. On-line Record Purchases (Dan Krueger)

   f. Board Minutes Search Program (Dan Krueger)

3. MIS Project Update (Jim Mankoski)

4. MIS Evaluation RFP (Al Vanderberg) – Handout to be distributed at meeting

5. Determine Future Dates/Times of Technology Committee Meetings

Next Meeting Date: To Be Announced