APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
TECHNOLOGY COMMITTEE

Tuesday, July 6, 2004 8:58 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive

DATE: July 6, 2004

TIME: 8:58 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gordon Schrotenboer, Joyce Kortman, Daniel Krueger, Jim Mankoski, John Overway, Tim Secen, Christopher Kuncaitis

STAFF &   Alan Vanderberg, Administrator; Gary Rosema, Sheriff; Greg Westra, MIS; Mark Krouse, MIS; Dave Hulst, MIS;
GUESTS: Rosemary Zink, Finance Director; Mark Scheerhorn, Administrative Services Director; Gary Scholten, Register of Deeds; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS
Approve by consent the minutes of the June 1, 2004, meeting as presented and approve by consent the agenda of today as presented and amended changing Discussion Item #1 to an Action Item and adding Discussion Items #3 - Applicants for the Technology Committee, #4 - Next Meeting Date, #5 - Interactive Website, and #6 - Information Security Professional Certification.

SUBJECT: MIS EVALUATION CONSULTANT RECOMMENDATION
1. Alan Vanderberg explained six firms submitted proposals. Last week, Gary Rosema, Alan Vanderberg, Mark Scheerhorn, Gary Scholten, Mark Knudsen, Kevin Bowling and Rosemary Zink interviewed three of the firms. Plante Moran interviewed the best. They have done similar work for Kalamazoo and Washtenaw Counties. Plante Moran was recommended.

TC 04-005   Motion: To recommend Plante Moran as the MIS Evaluation Consultant and forward to the Finance Committee.
Moved by: Kortman   Supported by: Krueger
UNANIMOUS

SUBJECT: DISCUSSION ITEMS

2. MIS Project Update - Jim Mankoski reported they completed the end of the MIS year in June. The annual report will be presented to the Board in August. Mrs. Kortman questioned if downtime would be addressed in the annual report. Jim Mankoski reported this information was not available through the MIS Department. Alan Vanderberg stated as they work on the performance measures, how often the system is down can be addressed.

3. Applicants for Technology Committee - Gordon Schrotenboer has a person who is interested in becoming part of the Technology Committee. He has a background in computer maintenance. An application was sent to him and will be submitted at the next meeting for review.

4. Next Meeting Date - Due to the State Primary Election, the Technology Committee meeting will be rescheduled. Alan Vanderberg will find an available date to reschedule the meeting for. Also, the Technology Committee meeting scheduled for November 2nd will need to rescheduled due to the State General Election.

5. Interactive Web Site - The staff believes this is an appropriate time for an RFP so the county can get going on something significant yet this year. Daniel Krueger stated resolutions will need to be passed by the Board so the

county can charge for services. Alan Vanderberg recommended setting up a committee to look at the issues. Daniel Krueger thinks Greg Rappleye, Corporation Counsel, should be part of this committee because of the statutory issues.

6. Information Security Professional Certification - Jim Mankoski reported Mark Krouse completed Phase I of the certification. Phase II will involve getting a letter from Ottawa County or the MIS Director stating Mark's work and history relates to information security.

Chris Kuncaitis left at 9:24 a.m.

Daniel Krueger reported the Justice Imaging Committee has spent time in St. Clair County looking at their imaging system. The committee is moving forward and would like to get an RFP before the end of the year.

Gary Scholten reported that they need to get the Treasurer's software vendor to agree to a tie-in with the county. Gary will be phasing out the old county equipment in his office in the next three months.

Dave Hulst reported the majority of the installation of Microsoft is about 95% complete. He never received input from CMH on their Microsoft requirements.

SUBJECT: ADJOURNMENT
The meeting adjourned at 9:30 a.m.

Agenda

Consent Items:

1. Approval of the Minutes from the June 1, 2004 Meeting
2. Approval of Agenda

Discussion Items:

1. MIS Evaluation Consultant Recommendation (Alan Vanderberg)
2. MIS Project Update (Jim Mankoski)