

**APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
TECHNOLOGY COMMITTEE**

**Tuesday, August 10, 2004 9:00 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: August 10, 2004

TIME: 9:00 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Mark Knudsen, Planning & Grants Director; Gary Scholten, Register of Deeds; Mark Krouse, MIS; Rosemary Zink, Finance Director; Larry Hall, MIS; Erika Rosebrook Dibble, Business Improvement Communications Coordinator; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the July 6, 2004, meeting as presented and approve by consent the agenda of today as presented and amended adding Discussion Item #6 - MIS Staff Certifications.

SUBJECT: DISCUSSION ITEMS

1. Plante & Moran Study Update - Alan Vanderberg reported there is a project team meeting with Plante & Moran on Thursday, August 19th. Jim Mankoski is getting information put together.
2. Interactive Web-site Update - Alan Vanderberg reported this has been put on hold until the end of the MIS study. Daniel Krueger reported the Justice Imaging Committee talked about this at their meeting this morning. There needs to be communication between the Justice Imaging Committee and the MIS study.
3. Wireless Initiative - Mark Knudsen reported the Planning Commission has been working with a variety of local jurisdictions. There needs to be some way to get the units together, possibly by video conferencing. Access is a drawback. A seven member task force was appointed in June. The task force recognizes the advantages of wireless to under served areas, towers, minimize interference, and opportunities for economic development. Overall, residents, businesses and local units benefit. Mark reported the county will be facilitating decisions with the stake holders but there will be no financial services from the county.
4. New Member Discussion - The Clerk's Office received an application from Glen Houting. Daniel Krueger and Alan Vanderberg discussed the issue and stated the application process should be the same for this committee as any other. Dan reported the first step would be to see if the Board wants to expand the committee. Since this is an Ad Hoc Committee, see if the Board will allow the committee to add additional members as necessary. The Administrator and Clerk will work on this. The Clerk stated Mr. Houting could come to the meeting and participate as a nonvoting member. Mr. Schrotenboer asked the Clerk to invite Mr. Houting.
5. MIS Project Update - Jim Mankoski reported July is the first month of the MIS year. They started with 139 projects and ended with 128. There were no major projects taken off the books in July. Larry Hall has been working on connecting the Friend of the Court state computers with lotus notes. Last week, MIS, FOC and the state decided to test this out. They will need an IP access and port through the state to test. Hoping to have the port connect and active in the next couple of weeks.

6. MIS Staff Certifications - Jim Mankoski looked into the MIS certifications. Mark Krouse's received his Phase I of the Information Security Professional Certification. Dave Hulst has attended Microsoft certification classes. He will be passing out the study guides to others in the department.

7. Gary Scholten reported the Register of Deeds Office is phasing out the old and phasing in the new. Once the Dell computer is hooked up, they will get rid of the old computer. His office is receiving two to four e-recorded documents a week. A demonstration will be taking place Wednesday on how to e-record documents. 33 people will be attending.

Daniel Krueger reported Circuit Court Records is gradually making progress with e-filings. The County Bar Association has endorsed.

Jim Mankoski reported the treasurer's software and hardware is up and running. MIS did a backup and restore of the server.

Daniel Krueger reported Election Magic was very valuable on election night. He stated the county would be receiving new election equipment next year.

Daniel Krueger reported the Justice Imaging Committee visited Eaton and St. Claire Counties to look at their imaging systems. On August 20th, the committee will be going to Muskegon County and will be meeting with Judge Ruck on his paperless court and discuss how it's utilized.

Alan Vanderberg introduced Erika Rosebrook Dibble the new Business Improvement/Communications Coordinator. She has completed the RFP for the employees survey.

The next meeting is scheduled for September 7th.

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:50 a.m.

Agenda

Consent Items:

1. Approval of the Minutes from the July 6, 2004 Meeting
2. Approval of Agenda

Discussion Items:

1. Plante & Moran Study Update (Alan Vanderberg)
2. Interactive Web-site Update (Alan Vanderberg)
3. Wireless Initiative (Mark Knudsen)
4. New Member Discussion (Gordon Schrottenboer)
5. MIS Project Update (Jim Mankoski)