

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

**Tuesday, September 7, 2004 9:00 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: September 7, 2004
TIME: 9:00 a.m.
PLACE: Fillmore Street Complex
PRESENT: Gordon Schrottenboer, Joyce Kortman, Daniel Krueger, Tim Secen, Christopher Kuncaitis, Jim Mankoski, Jon Overway
STAFF & GUESTS: Alan Vanderberg, Administrator; Rosemary Zink, Finance Director; Larry Hall, MIS; Mary Richardson, Treasurer; Terry Archambault, MIS; Erika Rosebrook Dibble, Business Improvement Communications Coordinator; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the August 10, 2004, meeting as presented and approve by consent the agenda of today as presented.

SUBJECT: DISCUSSION ITEMS

1. Plante & Moran Study Update - Alan Vanderberg reported the study has started and Plante & Moran are sorting through the information furnished by Jim Mankoski. Since all employees do not have availability to the web, the Employee Survey cannot be done this way. Plante & Moran is working on setting up interviews with department heads and users. The Administrator reported the completion date is set for December 3, 2004.
2. Interactive Web-site Update - Alan Vanderberg reported an Employee Task Force will be put together to look at models and getting the web-site up and going. This will be a discussed at a Management Meeting in the next few weeks. ESRI, a software company, agreed to do a review of the county's system and have a report back within the next six weeks. Mr. Vanderberg reported the time frame for the interactive web-site to be three to four months after Board action. He stated department heads and staff will be involved in the web development.
3. MIS Project Update - Jim Mankoski reported the MIS Department had 77 new requests, 85 completed requests, and 3 canceled requests in August. Terry Archambault, Justice System Project Manager, reported 12 projects have been completed including the cash register in Family Court , completed the PACC changes required by the State, and Juvenile Court billing started September 1st. Larry Hall made an update on spam coming into the network. Users are sending MIS examples of the spam received through e-mail's and on lotus notes. Larry reported a multi-layer system in now in place and spam should be down. He reported on the following layers:
 - Firewall level - blocks have been put on OP addresses - blocking about 3,000 hits per day.
 - Reverse DNS lookup - blocking 500 per day.
 - Checked against blacklist - blocking 400 a day.
 - Spam checklist - blocking 200 a day.

Larry believes the system is blocking 90% of the spam.

4. MIS reported there are 500+ employees with internet access. Frontpage is available to everyone.

Daniel Krueger questioned if the Technology Committee makeup should be forwarded to the Finance Committee or Planning & Policy Committee.

Mr. Schrottenboer is looking at the maintenance concept. Mr. Vanderberg would like to find a way to keep Chris Kuncaitis involved possibly adding a general citizen to the committee as well as a GIS member. Planning & Policy will need to look at this.

Daniel Krueger also reported on e-filings. A meeting between the County Bar and Lexis Nexis was held with approximately 40 bar members attending. More people are looking at signing up.

Dan stated on August 20th, Justice Imaging Committee visited Muskegon County and reviewed the Friend of the Court imaging.

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:55 a.m.

Agenda

Consent Items:

1. Approval of Agenda
2. Approval of the Minutes from the August 10, 2004 Meeting

Discussion Items:

1. Plante & Moran Study Update (Alan Vanderberg)
2. Interactive Web-site Update (Alan Vanderberg)
3. MIS Project Update (Jim Mankoski)