APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
TECHNOLOGY COMMITTEE

Tuesday, February 1, 2005 9:02 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive

DATE: February 1, 2005

TIME: 9:02 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Joyce Kortman

STAFF &   Alan Vanderberg, Administrator; Erika Rosemary Dibble, Business Improvement/Communications Coordinator;
GUESTS: Mark Krouse, MIS; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS
Approve by consent the Agenda of today as presented and approve by consent the Minutes of the December 7, 2004, meeting as presented.

SUBJECT: DISCUSSION ITEMS

1. Plante & Moran Study Update - Alan Vanderberg reported the Plante & Moran Study is very close to completion. He would like to tentatively schedule a Technology Meeting at 8:30 a.m. on either February 16th or 17th, followed by a 10:00 a.m. meeting with the MIS Department and a 1:30 p.m. Special Board Work Session for the Plante & Moran Survey presentation. The Administrator will speak with Mr. Rycenga and confirm the date

2. Interactive Web-site Update - Erika Rosebrook Dibble distributed the Interactive Web-site Committee Report. A brief overview of the issues were presented. The Administrator would hopefully like an eight month time frame.

Daniel Krueger reported the County Clerk's Office has interactive materials already in use on their web-site. The Clerk's Office is willing to track the number of transactions along with the time savings.

Mr. Vanderberg stated the first step would be to find a vendor and the first task would be to redo the current site while working with individual departments and prioritizing.

3. MIS Project Update - Jim Mankoski presented a summary of the last two months. There were 170 new project requests in December/January, 128 were completed and three canceled. In 2005, there will be 100 new PC's replaced and installed. This should be completed over the next two to four months. The Commissioners PC's are also scheduled to be replaced. The Commissioners will have an option of a regular PC or portable and will be given a copier/fax printer.

Daniel Krueger stated there needs to be coordination between new employees and new PC's. The new employees start January 1st but the new equipment isn't ordered until January 1st.

The Administrator would like to setup a Motor Equipment Fund which would roll over equipment on the same schedule as new employees.

The Administrator also reported Mark Scheerhorn has received letters of support for the wireless service from the cities. He believes Mark is fairly close to sending out the RFP.

Jim Mankoski received a request from the Sheriff's Department regarding UD10 images to Trackview. The Sheriff's Department wants MIS to export accident reports on a daily bases for the insurance companies and general public. Trackview will charge a $10 fee and give the Sheriff's Department $5. The Administrator would like to talk with the Sheriff's Department regarding this.

4. AS/400 Performance Review - Mark Krouse explained the AS/400 Performance Review. The AS/400 was purchased six years ago and had a projected life of five years. The AS/400 can't keep current with the new operating systems. The time has come to upgrade.

SUBJECT: COMMENTS

1. Daniel Krueger reported the Imaging Committee is moving along good and preceding.

2. Chris Kuncaitis and Tim Secen would like the agenda e-mailed to them.

3. Alan Vanderberg met with Plante & Moran regarding writing the RFP for the imaging system.

SUBJECT: ADJOURNMENT
The meeting adjourned at 10:12 a.m.

Agenda

Consent Items:

1.   Approval of Agenda

2.   Approval of the Minutes from the December 7, 2004 Meeting

Discussion Items:

1.   Plante & Moran Study Update (Alan Vanderberg)

2.   Interactive Web-site Update (Alan Vanderberg)

3.   MIS Project Update (Jim Mankoski)

4.   AS/400 Performance Review (Mark Krouse)