APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
TECHNOLOGY COMMITTEE

Wednesday, February 16, 2005 10:04 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive

DATE: February 16, 2005

TIME: 10:04 a.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Daniel Krueger, Jon Overway, Tim Secen, Gordon Schrotenboer

ABSENT: Christopher Kuncaitis

STAFF &   Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; Lisa Stefanovsky, Deputy Health Officer;
GUESTS: Steve Namenye, Telecommunications Specialist; Dave Hulst, MIS Interim Director; Mark Krouse, MIS; Glen
                 Houting; Erika Rosebrook Dibble, Business Improvement/Communications Coordinator; Doug Wiecinski, Plante
                 & Moran; Mark Warner, Plante & Moran; Gary Rosema, Sheriff; Sherri Sayles, Deputy Clerk; Media

SUBJECT: DISCUSSION ITEMS

1. Plante & Moran Presentation; MIS Evaluation – An introduction was presented by Mr. Vanderberg. Plante &
Moran started the MIS Evaluation back in September. This evaluation is very interesting and important for all
County Departments and functions.

Doug Wiecinski, Plante & Moran, reported they were engaged by Ottawa County to conduct an organizational
review of its Management Information Systems operation to determine the level of effectiveness and potential
areas for improvement. The focus of the review was to evaluate the MIS Department including:

- Organizational Structure and Staffing
- Technology Utilization and System Design
- Service Delivery
- Disaster Recovery Plan and System Security

He reported approximately 500 web responses participated in the survey.

Mark Warner, Plante & Moran, presented a power point presentation of the MIS Organizational Review. Topics
covered included the Current MIS Organizational Structure, Responsibilities for Technology, Technology and
Services Survey and IT Organizational Models.

Currently, MIS has a Centralized Organizational Model. Hybrid is the proposed state and trending to
Decentralized.

An outline of the recommendations were presented including organizational, daily interaction between groups
and teams, bringing telecommunications over from Administrative Services, creating new positions for
networking, consolidating the Helpdesk and PC Support and having a more proactive approach.

Mr. Vanderberg stated technology is the absolute backbone and major focus of everything we do. Mr. Rappleye
reported the HIPAA Policy Rules are in place. The HIPAA Security Rules go in to effect April 20, 2005, and a

policy is being developed.

The Technology Committee was very impressed with the outcome of the survey and feels the proactive and business partnership mode is very important in the MIS Department. The MIS staff is looking forward to moving ahead.

SUBJECT: ADJOURNMENT
The meeting adjourned at 11:26 a.m.

Agenda

Discussion Items:

1.   Plante & Moran Presentation; MIS Evaluation