

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

**Tuesday, April 5, 2005 9:00 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: April 5, 2005

TIME: 9:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gordon Schrottenboer, Tim Secen, Christopher Kuncaitis, Dave Hulst, Joyce Kortman, Jon Overway

ABSENT: Daniel Krueger

STAFF & GUESTS: Mary Richardson, Treasurer; Erika Rosebrook Dibble, Business Improvements/Communication Coordinator; Mark Krouse, MIS; Glen Houting, Greg Rappleye, Corporation Counsel; Gary Scholten, Register of Deeds; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and amended adding Discussion Item #3 – Internet Use Policy. Approve by consent the minutes of the March 1, 2005, meeting as presented.

SUBJECT: RESOLUTION TO APPOINT HIPAA SECURITY OFFICER

TC 05-005 Motion: To approve and forward to the Board of Commissioners a Resolution to appoint Mark Krouse as HIPAA Security Officer for Ottawa County.

Moved by: Kuncaitis

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. MIS Project Update – Dave Hulst gave an overview of the MIS projects in process. The LAN/WAN contract is in place. Implementation will take place the last two weeks in April. Equipment delivery should be starting sometime next week. An RFP to renew the maintenance contract will be going out today.

2. Interactive Web-site Update – Erika Rosebrook Dibble received the bids back last week and is reviewing them. She has asked Dave Hulst for the MIS Department to look at what the cost of hosting the web-site internally would be. More details will be available at next month's meeting. Redesign of the current web-site should take place in the next few months. Mary Richardson reported the County already has a credit card provider in place.

3. Internet Use Policy – Dave Hulst spoke with Alan Vanderberg a few weeks ago regarding the current Internet Use Policy. Access in the current policy is based on the approval of the department head. A modified policy is being proposed. This would allow all county employees authorized access. In addition, unacceptable uses of the internet would be expanded. Mrs. Kortman asked that a policy be put in place for Commissioners and PCs outside of the county network.

SUBJECT: ROUND TABLE DISCUSSION

1. Mary Richardson reported the BSA Tax Package first settlement went very well. Speed was an issue but she is working with Dave Hulst and with the new network this should be corrected.

2. Jon Overway has some HIPAA security concerns with the Correction Officers transferring private issues into alert files. This is a training issue and should be addressed.

3. Gary Scholten reported five counties are being sued by Land Title for selling public information. He has spoken with Alan Vanderberg and Greg Rappleye regarding this. Privacy and county revenue are the two issues.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:10 a.m.

Agenda

Consent Items:

1. Approval of Agenda
2. Approval of the Minutes from the March 1, 2005 Meeting

Action Items:

1. Resolution to Appoint HIPPA Security Officer
Suggested Motion:
To approve and forward to the Board of Commissioners a Resolution to appoint Mark Krouse as HIPPA Security Officer for Ottawa County.

Discussion Items:

1. MIS Project Update (Dave Hulst)
2. Interactive Web-site Update (Erika Rosebrook Dibble)