TECHNOLOGY COMMITTEE

Approved Minutes

DATE: May 13, 2008

TIME: 9:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Tim Secen, Fred Ehards, Gordon Schrotenboer, James Holtrop, Jon
                Overway, Alan Vanderberg, David Hulst

ABSENT: Daniel Krueger

STAFF & GUESTS: Erika Rosebrook, Assistant Administrator; Sherri Sayles, Deputy
                Clerk; Gary Scholten, Register of Deeds; JoAnn Arcand, WebTecs

SUBJECT: CONSENT ITEMS

TC 08-003   Motion: To approve the agenda of today as presented and amended
                adding Action Item #3 – Meeting Schedule and to approve the minutes of
                the November 13, 2007, and March 11, 2008, meetings as presented.
                Moved by: Holtrop   UNANIMOUS

SUBJECT: RATIFY MOTION 08-001

TC 08-004   Motion: Ratify Motion TC 08-001: To nominate and appoint James
                Holtrop as Vice Chairperson of the Ottawa County Technology
                Committee.
                Moved by: Overway   UNANIMOUS

SUBJECT: RATIFY MOTION TC 08-002

TC 08-005   Motion: Ratify Motion TC 08-002: To forward to the Administration and
                Finance Committee with the recommendation that the County support
                imaging by Local Governmental Units within Ottawa County.
                Moved by: Holtrop   UNANIMOUS

SUBJECT: COMMITTEE MEETING SCHEDULE

TC 08-006   Motion: To approve the Technology Committee meeting schedule as
                followed: second Tuesday of every other month (March, May, July,
                September, November) at 9:00 a.m.
                Moved by: Overway   UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. miOttawa.org Update – A power point presentation was presented by JoAnn Archand. April 2008 saw the best revenue growth ever. There has been a 246.1% increase over 2007 YTD in the total revenue growth.

2. Information Technology Operational Updates – David Hulst reported IT is working on bringing the SPAM filtering in-house. The current internet agreement the County has expires next year and this brings opportunities to expand bandwidth at a lower cost. The helpdesk is receiving 900-1,000 calls per month. Project requests are generally at a three month backlog.

3. Information Technology Project Updates:

    a. Register of Deeds – Gary Scholten reported the committee to look at the Register of Deeds imaging system has been meeting. They broke down a draft RFP into component parts and will be meeting next week to go over additions and put the RFP into its final form. David Hulst reported the committee looked at how documents flow through the Register of Deeds office to get a better understanding. The Committee isn't just looking at imaging but all functions that are involved.

    b. Imaging – David Hulst reported there are over 6 million pages imaged. IT is working on creating the District Court criminal workflow as well as workflows for District Court Probation, Probate Court and Juvenile Services. The District Court judges have concerns about signing electronically. The SCAO will be visiting Ottawa County on June 9th to discuss this. The County continues to be in discussion with Park Township regarding the implementation of imaging.

    c. Justice System – IT is working on a pilot project with the jail booking process.

    d. Public Health System – Testing has been taking place on the new Public Health system. Looking at late June for implementation.

    e. Courtroom Technology – David Hulst reported he is working with the District Court Administrator, Circuit Court Administrator, Friend of the Court, Circuit Court Records and other departments putting together the requirements. They

have met four times so far and are looking at the audio visual requirements. David is looking at what is really needed for cost effective issues.

4. Information Technology Planning – David Hulst requested input from the Committee on Technology Planning and would like them to look at the IT Mission Statement. The mission statement will be brought back to the July meeting to adopt and forward to the Planning and Policy Committee.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:39 a.m.