

**INFORMATION TECHNOLOGY
COMMITTEE MEETING MINUTES**
July 3, 2018

Legislators Present: Loretta Sullivan, Mike Roberts, Tracy Monell and Martha Sauerbrey

Meeting Date and Time: July 3, 2018 at 10:33AM

Staff Present: Douglas Camin, Director of Information Technology and Communication Services; Lisa McCafferty, Director of Public Health

A motion was made by Legislator Monell to accept last month's Committee Meeting minutes and seconded by Legislator Roberts.

Budget Status:

Mr. Camin stated that the budget is looking good.

Shared Services - updates

Mr. Camin provided an update on the shared services initiative. He explained that he has met with the leadership of the four municipalities that are planning to participate in the first round of IT shared services – the Towns of Owego and Barton, and Villages of Waverly and Nichols.

Mr. Camin reported that he had recently met with Elaine Jardine from Planning to review the questions needed for the Local Government Efficiency Grant. Mr. Camin stated that based on the initial review of the questions, it seems likely we will score highly on the points criteria. Mr. Camin and Mrs. Jardine will continue to work on this submission which is due July 27th. Mr. Camin also discussed the process that follows that submission, which will include a presentation by him to each of the respective municipalities's boards as well as the Legislature to seek final approval to move forward.

Legislator Monell expressed a potential concern that the ITCS department may not always be able to handle the additional work, citing the recent deployment at Soil and Water. Mr. Camin took a few moments to elaborate on the process by which the IT department handles the large-scale migration to Windows 10 that is underway, as

well as discuss at a high level how these changes are able to make it possible to provide support to additional agencies or entities.

Resolution – Ed Barry Recognition

Mr. Camin reported that Ed Barry, currently holding the title of Programmer (Specialist) is retiring on July 21th, 2018 with 10 years of service. The resolution presented congratulates him on his service term.

Resolution – Network Administrator

Mr. Camin discussed the resolution to “create” the Network Administrator position. There are two unfunded positions in the department and Mr. Camin would like to take one of those positions, Computer Maintenance Technician, and abolish it to add back the Network Administrator title, which has previously existed. He explained further that this position would effectively replace the position occupied by the retiring Programmer (Specialist), a title that is no longer needed. When that individual retires, that position will go unfunded. The person currently holding that position has a salary in the middle of the Network Administrator range and, as a result, there is no material change in salary costs.

Legislator Sullivan asked a question about future retirements and additional positions and Mr. Camin explained that he currently anticipates an additional retirement next year for the individual with primary responsibility for the Munis financial system. At that point he will replace that title with the Software Support Liason title.

Miscellaneous Tracking Items

- a) Windows 10 Deployment** – Mr. Camin reviewed the departments that have currently received the new Windows 10 deployment, currently constituting about half of the County’s computer base.

- b) Tax Software** – Mr. Camin gave an update on the tax software. He mentioned that there appeared to be a miscommunication between ATC and the County regarding the tax data the county was in possession of – most tax packages assume the County receives all tax payment information from a municipality, but we received only the list of unpaids. This has resulted in both us and ATC doing some additional work, but it

continues to progress. We are adjusting our system to get the complete data set going forward to alleviate this issue.

Information Security Officer Report

The ISO was on vacation – no report given.

Open Discussion

Mr. Camin brought up that there was a new intern present in the ITCS department that came by way of the Workforce Development\Cornell Cooperative Extension work training program. This program enables CCE to fund an individual looking for work experience up to 160 hours at no cost to the County (or entity.) Legislator Sauerbrey expressed some concern that the Legislature was not notified of this new individual and a brief discussion was had regarding the Internship policy. Mr. Camin commented that the ITCS department has had 1-3 interns per year since he started, a process typically managed by Bill Ostrander, the GIS Manager and in the past ITCS has not had to obtain prior approval for interns of this nature.

Legislator Sullivan asked Mr. Camin to review the internship policy and find out if there was a portion overlooked regarding legislative reporting. Mr. Camin will report back to Legislator Sullivan directly. The Legislators discussed the idea of potentially changing the internship policy to require notification of the Legislature (but not necessarily approval) for new interns.

Meeting was adjourned at 11:05am.

Executive Session was held at 11:05am for a personnel discussion and adjourned at 11:15am.

Respectfully Submitted
By
Douglas J. Camin