

JOINT INFORMATION TECHNOLOGY AND FINANCE COMMITTEE MEETING MINUTES  
SEPTEMBER 29, 2021

INFORMATION TECHNOLOGY COMMITTEE MEMBERS PRESENT: Griffith, Clary, Hicks, Shaw, Hogan, Ferguson, Ward

INFORMATION TECHNOLOGY COMMITTEE MEMBERS ABSENT: None.

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Hicks, Fedler, Skellie, Hogan, Clary, Ward, Griffith

FINANCE COMMITTEE MEMBERS ABSENT: Haff, Rozell

SUPERVISORS: Hall, Henke, Fisher, Wilson

Debra Prehoda, Clerk of the Board

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

Teri McNall, CIO Information Technology

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – September 7, 2021
3. County Attorney
  - A. Cyber Security Report
4. Information Technology
  - A. Projects Updates
  - B. Review 2022 Budget Request
5. Other Business
6. Adjournment

Chairmen Griffith and Campbell called the Joint Information Technology and Finance committee meeting to order at 9:35 A.M. via teleconference and in person.

INFORMATION TECHNOLOGY: Teri McNall, CIO, addressed the following items with the committee:

- Code Application – Requesting a waiver to purchase the software from vendor. The software cost is \$51,000 and iPads about \$4,000 for a total of \$55,000 to move forward with this new code application. The Budget Officer stated the funding would come from the Contingency account. A motion to move request to waive procurement policy and purchase new code software and iPads to the Finance Committee for approval was moved by Mrs. Clary, seconded by Mr. Hicks, and adopted. Finance Committee: A motion to amend budget for the purchase of code software and iPads moving funds from contingency for these purchases was moved by Mr. O'Brien, seconded by Mrs. Clary, and adopted.
- **New Position – Help Desk Manager** (technical position) – She stated this position is to allow some separation between the IT help desk and the project engineers to avoid pulling project engineers from what they are working on to provide help to the help desk. This will improve efficiency and hopefully decrease the amount that we have to outsource. Her hope for the future is to provide IT services to the towns as a shared service.
- 2022 Budget INFORMATION TECHNOLOGY A.1680

Personal Services	658,613	
Benefits	238,186	
Equipment	188,400	
Contractual	1,153,308	
Total	2,238,507	

Revenue \$93,000. **Need to add \$10,000 to revenue for billing out to the towns for TCS software.** Reimbursement from DSS is \$93,000. Expenses: **Personnel part time is in there twice, need to reduce \$24,000.** Overall difference: purchasing more software than

hardware. Regarding the Board Chambers upgrade, waiting on final numbers and options – potential for video and new audio. Anticipate software cost will come down next year due to making several large software purchases in 2022, i.e., caseload explorer for Probation, server licensing software. Maintenance costs on applications increase every year. Does not anticipate a lot of large scale growth going forward but it will continue to increase but not at the rate of the last few years. Getting to a new normal. IT costs in general are moving from capital expenditures to operational expenditures. The County Administrator would like to reach out to NYMIR to see if there are things that we can do to reduce our cyber security insurance which went up 20% in 2021. Mr. Hicks stated being proactive going forward should help mitigate some of those increases. The Treasurer mentioned a potentially large ticket item in Public Safety coming forward; probably part of the capital plan.

OTHER BUSINESS: None.

The meeting adjourned at 10:02 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*