

IT ADHOC COMMITTEE MEETING

April 7, 2021 - 10.00 a.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Dave Karschnick, Chair
Marty Thomson, for Bill Peterson
Kevin Osbourne

OTHERS PRESENT: Steve Mousseau, IT Director
Logan Kemp, Assistant IT Director
Joshua Kuehn, PC Technician
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Steve Mousseau informed the Committee the computers ordered last month have been received; about half have the base image completed. They will be distributed to the departments and the IT team will load them as requested. The Prosecutor's Office has been completed. The next department will be 911. Joshua is working with Mark Hall to coordinate the installation of 10 PCs, which should take approximately one week to install. The priority list for the remaining departments has not yet been determined, after Emergency Management they are equal unless there is a critical need. There are 8 PCs completed at the new jail, per Logan. The 17 new PCs for the City have all been configured and delivered.

INFORMATION ITEM: Director Mousseau updated the Committee regarding the voice-to-text software Judge Black requested as well as a digital signature requested by Judge LaCross. Both items have been researched and put on hold by the departments, due to the cost.

INFORMATION ITEM: Steve Mousseau provided an update from Frontier concerning the fax lines bill as Charter has discontinued a discount we were receiving, as discussed at the February 2021 IT Adhoc Committee meeting. Frontier will not give an exact cost quote due to taxes; however, Steve calculated and believes it would save approximately \$1500/year compared to what we are currently paying Charter. As far as Steve understands, Frontier will not need to run new lines; however, there is no additional fee should they need to do so. We are looking at the standard flat cost, no installation and no promotion cost that will expire. Steve is still working on logistics. Commissioner Karschnick would like the contract brought to the committee for review before signing.

INFORMATION ITEM: The IT staff has encountered a problem updating the commissioners' laptops with the SSD drive. Steve has ordered a chip that will hopefully arrive in a few days. They will try it on Commissioner Karschnick's laptop first.

INFORMATION ITEM: Director Mousseau reported the wireless survey by Sentinel has been completed at the Courthouse and Annex and the access points have been installed. The new switches are on backorder due to the chip shortage. Reconfiguring the data center for the

wireless switches may cause some brief episodic downtime since the wiring racks will need to be reorganized to accommodate the new switches; the IT staff will do their best to minimize.

INFORMATION ITEM: Steve Mousseau provided an update on the priority projects from February. COVID grant equipment has been ordered; he needs a couple of final invoices yet for accounts payable. One City server remains to be migrated to VMware/Cohesity; PC deployment is in progress (as above).

INFORMATION ITEM: Director Mousseau provided update on IT projects at the new jail. The internet has been tested and the Wi-Fi is working. The switch has been installed and tested. IT staff are assisting with moving equipment from the current to the new jail, nothing further can be done until more staff move to the new site.

INFORMATION ITEM: Steve outlined priorities for April: complete migration of the final City server; continue PC deployment; configure new Zoom room equipment; install software for the Court; continue moving current jail equipment to the new site; test all backup jobs.

INFORMATION ITEM: Steve reports the Clerk's office cable install has been completed. Some components are still on order but the cabling itself is complete.

INFORMATION ITEM: The IT Department is waiting on one final component for a computer for the 911 siren system. As soon as this arrives the installation will move to the priority list.

INFORMATION ITEM: Director Mousseau provided a Ray Baum Act update. County-provided cell phones and softphones are still being worked on, but this is a minority of the units we have. Steve is checking to see if cell phones have required compliance.

INFORMATION ITEM: Steve Mousseau recently met with the City and he provided a list of IT items discussed: Progress of VMware migration; IT budget; replacing wireless access points; switch replacement; email archival; SAN storage; timeline for server replacement; Ray Baum Act compliance at City Hall. Additionally, better coverage at the boat harbor was requested. Steve Shultz is taking on a new role at the City and the IT team is expecting more tickets to be created from the City.

INFORMATION ITEM: Jeanette Tolan's contract expires June 30, 2021. Discussion was held regarding extending her contract and how to move forward with maintenance of the website.

INFORMATION ITEM: Email archival processes were discussed regarding both the City and County.

INFORMATION ITEM: Discussion was held with respect to recommending departments to consider allocating funds at budget time in order to be prepared for unforeseen IT expenses.

INFORMATION ITEM: Director Mousseau brought to the Committee an item regarding invoices being emailed only to a former department head. Options were discussed but a final decision will be made after more research.

INFORMATION ITEM: PC Technician Joshua Kuehn led discussion on written IT department policies.

INFORMATION ITEM: Commissioner Osbourne inquired regarding wireless access for the fair board members to use during fair week. Steve Mousseau informed him this is possible but it is costly, citing a comparison cost of \$2,500 for one access point at the new jail. If this is an essential item, further discussion will be necessary.

Motion to adjourn was made by Commissioner Thomson with support by Commissioner Osbourne. Motion carried. The meeting adjourned at 10:59 a.m.

David Karschnick, Chairman

Kim Elkie, Administrative Assistant

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