

IT ADHOC COMMITTEE MEETING MINUTES

Wednesday, October 6, 2021 – 9:00 a.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: David Karschnick, Chair
Bill Peterson
Kevin Osbourne

OTHERS PRESENT: Steve Mousseau, IT Director
Logan Kemp, Assistant IT Director
Joshua Kuehn, IT Technician
Mary Catherine Hannah, County Administrator
Mark Hall, Emergency Services Coordinator
Kim Elkie, Board Assistant

INFORMATION ITEM: Steve Mousseau, IT Director, introduced the IT staff to Mary Catherine Hannah, Alpena County's new Administrator. Steve distributed a handout and explained the various duties performed by the IT department. He described the Northeast Michigan Fiber Consortium and the fiber strands the County contributed when the consortium was initiated.

INFORMATION ITEM: Director Mousseau outlined the contracted services provided to the City of Alpena through the County's IT Department.

INFORMATION ITEM: Steve Mousseau provided an update on the current status of new computer deployment throughout the County offices, with only one PC yet to be installed, and eight being accomplished since the August meeting.

INFORMATION ITEM: An update on the Frontier Communications contract for fax lines (formerly contracted through Charter) was provided by the IT Director. An initial statement of account is being awaited.

INFORMATION ITEM: Steve updated the Committee on SSD drives placed on Commissioners' laptops. The Commissioners were notified of this option and all have had the drive installed except Commissioner Kozlowski, who has not yet requested.

INFORMATION ITEM: Director Mousseau outlined for the Committee the County's offline storage capabilities.

INFORMATION ITEM: The IT Director informed the Committee the wireless project is complete at the courthouse and work at the annex building is underway. Attempts are being made to accomplish this after hours but it likely will necessitate some unavoidable downtime.

INFORMATION ITEM: The storage array network (SAN), which can assist with maintenance

and other tasks, was outlined for those present.

INFORMATION ITEM: Discussion was held regarding opportunities for funding of IT equipment. County Administrator Mary Catherine Hannah queried if there is a collaboration between counties for IT infrastructure. She will review Families First Coronavirus Response Act for guidelines/potential funding opportunities.

INFORMATION ITEM: Steve Mousseau explained Mobile Device Manager and its important role with managing cell phones. Updated policies are in process. Mary Catherine Hannah, County Administrator, provided input from her vantage regarding additional policy suggestions. County employee IT security training was examined.

INFORMATION ITEM: Firewall updates and tools were discussed.

INFORMATION ITEM: Budget 2022 and American Rescue Plan Act (ARPA) project priorities were outlined in Director Mousseau's handout and explained to the Committee. An update to the County's phone system was also discussed.


INFORMATION ITEM: The IT contractor agreement and website maintenance were reviewed. Discussion ensued regarding social media as well as opportunities to provide services to citizens via the County's website.

INFORMATION ITEM: Dialogue was had regarding security cameras.

INFORMATION ITEM: Some phones have been moved to the new jail; the IT Director is waiting updates on moving the remainder of the equipment. 911 will be notified as phones are moved to update the physical location of the phones.

INFORMATION ITEM: The IT Department budget was discussed. The Director encouraged the Committee to contact him with any questions. No wish list was created as all items are in the budget or being requested from ARPA. Priorities were discussed.

Motion to adjourn by Commissioner Osbourne, supported by Commissioner Peterson. The meeting adjourned at 10:15 a.m.



David Karschnick, Chair



Kim Elkie, Board Assistant