

Unapproved
Iron County IT Committee
February 18, 2009

1. Meeting called to order by Chairman Traczyk at 6:00. Present: Traczyk, Bergman, Martinko, Nehring, DeRosso, and Prenderville. Others present: John Wiita, Carolyn Kolson, Kathy Gerry, and Adrian Anderson.
2. Traczyk acknowledged the meeting was properly posted and advertised.
3. Motion by Nehring, seconded by Martinko to approve the minutes of the December 9th meeting. All in favor.
4. Public Comment: Traczyk explained the purpose of this meeting is for the committee to draft recommendations of the qualifications needed for an IT vendor. Traczyk asked Department Heads for input.

Kolson passed out a letter she had drafted explaining the programs the Human Services Department uses: WISSIS; IP system for Telehealth; and a Virtual Private Network between the HSD and their Mercer satellite office. Kolson also needs a file server installed in the Human Service Department. Kolson also passed out an e-mail from Dr. Cullen (telehealth psychiatrist) in support of keeping Adrian Anderson for IT services.

Kathy Gerry said the Health Department uses mainly web-based applications. Their primary concerns are having an IT provider who has proper certifications, insurance, a strong knowledge base, and able to respond in a quickly in a crisis.

Adrian Anderson said he was present at the meeting in case any IT member has any questions regarding his qualifications to install the server in HSD. He offered to show the committee the network in his office (which is the same as the one in HSD) if the committee would go into closed session. DeRosso explained to Anderson that no one is questioning his qualifications or abilities. The finance committee has directed him to require proof of insurance, which Anderson has not produced.

5. The committee began a discussion regarding the qualifications needed by an IT entity.

Wiita was asked for suggestions regarding insurance: 1 million dollar general liability; Worker's Compensation; Professional Liability including Errors and Omissions. Other suggestions the committee agreed were important were Proof of all Certifications the vendor holds, Associate Degree in IT or related field or 5 years of experience; a maximum response time of 2 hours by phone and 24 hours to have the problem resolved; competency in networking and security issues; and knowledge of the variety of software and applications used in the Courthouse.

The committee discussed the fact the school has been advertising for IT. Rye will e-mail committee members the qualifications the school is requiring. He explained the school is also requiring the IT person be a teacher so the qualifications will not exactly coincide with what the county will need. The possibility of sharing the individual was discussed, but more than likely would not work due to the school employee being a union member.

Discussion was held regarding having bidders look at the current system. All committee members agreed they would recommend that serious bidders would have the opportunity to look at the system.

The Committee also agreed they will recommend to the Finance Committee that an in-house employee be sent to training and pay this employee additional money for that person to “troubleshoot” small problems.

The Committee will need to determine the number of computers and servers currently running in the courthouse.

The Committee discussed recommending to finance a question that should be asked of prospective IT providers be how many clients the provider currently has.

Anderson suggested if a contract is written with a provider, the hourly rate be specified, but also a cap be placed on how much could be billed annually. He also suggested the qualifications include proficiency in Microsoft Exchange Servers and experience with using Active Directory Forest.

6. The committee will meet again on February 25 at 6:00 to finalize their recommendations to the Finance Committee.

7. Motion to adjourn made by Nehring, seconded by Rye. All in favor.