Technology Committee Meeting
1/11/17, 1PM – 3PM

Attendees

Al Heim, Nancy Eibes, Al Fjerstad, Ben Davis, Michael Virnig, Casey Hamill, Edward Yost, Michele McPherson, Lisa Brown, Karly Fetters, Brent Lindgren, and Kent Larson.

Minutes

I.   No Additions to Agenda

II. Security
   a. The Firewall System will be updated in 2018 due to issues presented (for instance, slower speeds, as well as lost internet service). The system is not producing what was expected for the cost, so will be replaced in 2018.
   b. Michael and Casey have been researching endpoint and mobile device management (MDM) systems. They are getting close on a decision for what will be used for desktop antivirus. Mobile Device Management (MDM) will require a subscription for employees to receive emails on their phone. The demo software was disappointing, so a new program will need to be researched/used.
   c. Michael and Casey reviewed the password policy, which will be changed to a 13 character minimum (as an 8 character minimum can be hacked in a matter of seconds). Some committee members suggested to just "rip the band-aid off", knowing there may be some staff resistance, but to provide training with suggestions of solid password procedures. They also suggested implementing this policy for everyone but the Sheriff's Office and Public Works, who receive their emails on their phone the most frequently. This may be rolled out in stages for separate departments, and best practices for passwords will be relayed to staff prior to the policy's implementation.

III. GIS
   a. Casey reviewed the new roads layer in GIS, which has been made public. He noted that employees can view the public side by accessing GIS through the County homepage. He suggested that this page be made into a 2-layer system, where smaller roads would disappear upon zooming out.
   b. Casey and Nancy discussed the forfeiture layer. Casey agreed to turn off the forfeiture layer until Nancy can prep this spring for a forfeiture sale this year.
   c. Michele noted that zoning docs are about 80% scanned in after Jane's temporary employment with the County. The zoning docs are available to the public (with the exception of violations) for everything except South Harbor Township. This includes surveys and mechanics' liens. The only things that require a subscription are the IRS/tax liens, which must be obtained separately.

IV. Social Media
   a. Michael and Casey are working on Facebook access for staff and are currently researching software to control access. This access would include a checkpoint system,

which would allow staff access to Facebook, but block access to the game apps (such as Solitaire, Candy Crush, etc).

b. Michael presented an example of a site that showed Twitter updates on a sidebar of their homepage. Karly mentioned that SWCD does this with their Facebook information. Michael and Karly will meet to discuss the details about possibly adding this information to our homepage.

V. Projects

a. Tech Services announced a new project to add video monitors to the board room. Michael confirmed that they will be getting a monitor for CVS to have the daily events listed, matching the setup currently used in the Historic Courthouse. Alisha Fussy will be in charge of updating the events for the building. Lisa Brown asked who will be training Alisha to use this program. Karly noted that she and Alisha had been in communication about this process, and that once Edward returns from paternity leave and can grant her access, Karly will review the program with Alisha. Karly also noted that once Edward grants Alisha access, it will take some practice to become familiar with the software before making it live.

b. Tech Services announced that the County will be changing out the switches for the network system. Old switches are being replaced with new ones, and these installations will be completed over President's Day weekend to limit any worktime disruptions.

c. Tech Services announced a new back-up system for AppXtender, which has already been implemented. The old system has been replaced due to several issues, and the new system has not caused noticeable disruptions.

d. The committee reviewed the new Retention Policy, which will limit email retention to 180 days. Lisa Brown reviewed several issues that this will present for CVS, namely that this policy would remove critical annual emails. Michael noted that employees can move vital emails into folders in their mailbox, since emails in this location will be kept for 2 years. As long as the folders are created under "mailbox" and not "inbox", employees will still be able to access emails sent annually. Brent Lindgren discussed DVS files and other examples, which would require emails to be accessed that may exceed the 2 year period. Michael stated that, if necessary, a legal hold could be put on any applicable emails or accounts to retain them longer than this time.

VI. Trainings

a. Tech Services requested suggestions for staff training this year. Excel training was prominently suggested, with Casey Hamill, Glenn LePine, Paul Prokosch, and Al Heim being suggested as possible instructors. MailMerge for Excel, Word, and Adobe was also suggested as a possible training subject. Michele McPherson suggested that there be some sort of training for CPUI, so that employees can easily navigate the insurance information when Open Enrollment comes around.

VII. Roundtable

a. Michele noted that she would like to find someone to complete the necessary Land Services scanning, and the committee discussed this as a possible intern activity for 2017. Tech Services, Land Services, and the Assessor's Office all expressed their desire for another internship program in 2017.

b. The committee discussed the possible timing of the next meeting date. Since the Management Team Meetings will be taking place in the odd months of the year, it was suggested to have the Technology Committee meeting in the even months of the year, to be mindful of Department Heads' time. That would leave our next meeting to be either February or April. Michael will look at possible agenda items, and send out a meeting invitation.