

# Technology Committee Meeting

4/12/17, 1PM – 3PM

## Attendees

Al Heim, Nancy Eibes, Al Fjerstad, Michael Virnig, Casey Hamill, Edward Yost, Michele McPherson, Lisa Brown, Karly Fetters, Chris Jaques, Warren Delles, Reed Pederson, and Shauna Ryan

## Minutes

### I. Additions to Agenda

- a. Michael Virnig added the discussion of cameras in SO & CVS interview rooms as item “c” under the “projects” section.
- b. Karly Fetters added a Facebook policy revision request under item Vb.

### II. Pictometry presentation

- a. Brandon Tourtelotte presented information regarding pictometry, which Michael noted was not approved by the Board. Brandon reviewed the different GIS layers and boundaries, as well as various forms of delivery (mobile, desktop, etc.). Brandon noted that this software can be linked with ArcMap.

### III. Security

- a. Michael said Technology Services is moving away from the CheckPoint firewall security system. This security structure, installed in 2016 has had issues forcing Tech Services to search for a replacement system. Tech Services interviewed vendors for Sophos, Cisco and TrendMicro; they also visited Morrison County to discuss their firewall system as they had just completed a search for a new system as well. After much research, Tech Services chose WatchGuard due to its security capabilities, cost effectiveness and familiarity with the systems operating system.
- b. Two additional factors in deciding on WatchGuard were the protection from ransomware attacks through its Threat Detection and Remediation (TDR) software built into the firewall; and Mobile Security, which is a program that verifies cell phones connecting to the county have security measures in place. This program does not track cell phones nor does it wipe the data from them. A demonstration will be given at a future meeting.
- c. Michael and Casey aim to simplify AppXtender rights. They will discuss this topic with department heads, who will need to individually identify the rights of each of their employees. Nancy & Michele will make an updated list of staff rights/needs, and Karly will talk to Pat & Holly to see who will be responsible for ASO staff rights.
- d. Multi-Factor Authentication (PhoneFactor) will just be used for the Sheriff’s Office at this point. There is concern over how to associate costs if CVS and other departments are incorporated, as well.

### IV. GIS

- a. Items A-C were combined. Casey reviewed leveraging ArcGIS online accounts, which lets users build simple applications (such as land sales etc) to separate layers. This makes it easier to update information when communicating for documents and departments, such as the Child Care Provider List from Jenn Fronk.
- d. The mobile app of the GIS link will be done by 4/28/17. ArcGIS will make the application load better/faster. The public will have simple applications, and professionals (such as real estate agents, etc) will have access to more information.
- e. GIS layers are available to the public. The committee discussed adding a tribal layer for the public view, but the committee agreed to check with the Sheriff's Office and the County Attorney's Office prior to making this layer live to avoid any issues.

Survey complaints: there is a possible size issue with the documents, as they will not load. Suggested scanning in b/w unless absolutely necessary.

The land sale will tentatively be held this fall (Nancy is designing a spreadsheet and will set the layout beforehand, making the use of ArcGIS easier once the list is ready to go). Dillon requested a layer for ditches and streams, clearly labeling public waters on the inventory map vs. official waterways, as well as a layer for buffer regulations. Casey will delete current layers 19 & 20 and replace with a public waters map and buffer map. Dillon will send the necessary information to Casey to complete this task.

#### V. Social Media

- a. Michael and Karly discussed a Twitter sidebar on the website. Since we don't have a current Twitter account, Karly is looking into making a sidebar like SWCD has on their website, which will show the latest Facebook post. She has information from the website and may need assistance from SWCD to see how they got their sidebar functioning.
- b. The committee discussed the current Facebook policy. Karly suggested revising the first sentence to make it more clear that the purpose of the page is not to advertise for local events and businesses. She also suggested adding a disclaimer regarding public data requests needing to be made in person (social media data requests will not be accepted). Karly will update this information.

#### VI. Projects

- a. The committee expressed their approval of the new lobby monitor system implemented by Edward. Karly can schedule slides the night before, and the general opinion is the software is easy to use.
- b. Department heads are preparing a list for their sit/stand desk requests for Pat, who will review with Michael. Michael will then meet with the selected staff on which workstation is best suited for the individual. Michael will then compose an order and schedule installations.
- c. The Retention Policy was approved at the 4/4/17 Board meeting. Emails will be retained for a period of 180 days or less. It is unknown when the effective date for this policy is or when it will be enacted, but staff will have time to prepare for the change. Pat will set the effective date. Discussion took place regarding concerns of information needed for

longer than 6 months. Michael encouraged staff to take advantage of record retention software, such as AppXtender and LETG. Several departments expressed concern over general correspondence that is not case-specific, making it difficult to incorporate into existing software. IT will work with each department to satisfy their individual needs.

- d. Fillable forms were discussed as useful ideas for each department. As this would fall under each department's responsibility, there needs to be designated staff from each department to create their fillable forms. The committee discussed the possibility of having interns or temporary staff complete the transition from existing forms to fillable forms. Discussion took place regarding software/programs, and most departments will use fillable PDFs to satisfy their needs.

VII. Law Enforcement

- a. Al F. inquired about LETG Mapping. He wanted to know if and when it can be installed in PSAP. Casey said that LETG Mapping is still available but not being updated. Mike wants a long term plan and commitment for mapping software. He also wants dedicated support and needs more information from LETG before he proceeds further.
- b. Al F. informed the committee that a meeting day for NextGen 911 has not been sent yet but one is being decided on. When a date has been decided on, a notification will be sent to everyone involved.
- c. Michael informed the committee that the SO is looking to replace their Interview Room Cameras. As part of this replacement, Mike would like to replace the CVS Interview Room cameras as well. Mike will approach CVS with more information as it becomes available.

VIII. Roundtable (not time for roundtable discussion)

IX. The next meeting will be June 14, 2017.

X. Adjournment