

**INFORMATION TECHNOLOGY AND COMMUNICATION
COMMITTEE MEETING**

MARCH 6, 2008

8:30 A.M.

MINUTES

MEMBERS PRESENT: Commissioners Theresa Abed, Daryl Baker, Leo Farhat and Mike Hosey.

MEMBER ABSENT: Commissioner Carol Strachan.

ALSO PRESENT: Commissioner Joe Brehler, Robert Sobie, Victor Braatz and John Fuentes.

The March 6, 2008 regular meeting of the Information Technology and Communication Committee was called to order at 6:00 p.m. by Chairperson Abed.

Commissioner Hosey moved to approve the minutes of the February 7, 2008 regular meeting, as presented. Commissioner Baker seconded. Motion carried.

Mr. Sobie presented a mock-up of the design of the County's new homepage, being developed within the County's new Content Management System. Mr. Sobie discussed several new features incorporated into the redesign. A planned implementation date of April 7, 2008 is expected.

Mr. Fuentes discussed a request from the Recovery Month Coalition for the County to establish a webpage to promote the activities of the Coalition and events associated with Recovery Month. Last year the County did provide a link to the registration form for one of the Coalition's events. Discussion held.

While not specific to this request, the potential administrative burden on County staff to be able to meet similar requests from other entities made in the future was the central issue discussed by the Committee. Further discussion held.

Commissioner Hosey moved to table the request, and have Mr. Sobie and Mr. Fuentes review the potential administrative implications and make a recommendation. Commissioner Baker seconded. Motion carried.


Mr. Fuentes reported that the Register of Deeds is interested in changing the imaging software system utilized in the department. RecordFusion, is the preferred software and is considered to be a more cost effective solution for the department by the Register of Deeds. Funding for the software purchase and data conversion is available in the Register of Deeds Technology Fund.

Commissioner Baker move to authorize the Register of Deeds to proceed with the purchase of the RecordFusion imaging software. Commissioner Farhat seconded. Motion carried.

Mr. Fuentes provided an update for the ongoing communication initiatives. He reported that based on the information provided by Commissioner Abed and Strachan, the Community Newspapers published the schedules of the Committee and Board meetings for the remainder of the year. He indicated he established a system with his staff to attempt to continue having these schedules appear on a regular basis. He reported that Commissioner Wright has agreed to coordinate the displays in conjunction with County Government Week, consistent with the promotional efforts conducted last year. Discussion held regarding starting the planning of this week earlier for 2009, to develop a plan to better raise awareness and promote County initiatives. The consensus of the Committee was to begin planning in August of County Government Week April 2009, to attempt to identify additional means of promotion.

Chairman Brehler discussed his intention to schedule a Board Workshop to inform members of their responsibilities under the recently amended electronic mail policy, regarding record retention and the Freedom of Information Act.

Commissioner Farhat moved to adjourn the March 6, 2008 regular meeting of the Information Technology and Communication Committee at 6:58 p.m. Commissioner Hosey seconded. Motion carried.



Theresa Abed, Chairperson

INFORMATION TECHNOLOGY & COMMUNICATION COMMITTEE

THURSDAY, MARCH 6, 2008

6:00 P.M.

AGENDA

1. Approval of the February 7, 2008 Minutes.
2. Website Development Update.
- ✓ 3. Register of Deeds Imaging System Conversion.
- ✓ 4. Non-Profit Agency Request.
w/in framework of content mgt.
- ✓ 5. Communication Initiatives.
 - NACO County Government Week.
6. Miscellaneous.

From: John Fuentes
To: Dr. Robert J. Sobie
Date: 3/6/2008 1:26 PM
Subject: ITC - Web Page

Here is the email I received regarding the web page can you please print it out for me to give the committee, in case I am not there yet. thanks

Mr. Fuentes as per our discussion last week, the Eaton County Recovery Month Coalition is in preparation for Recovery Month 2008.

We deeply appreciate the County putting the 5k application on the county web site last year, this year we are planning several additional events throughout the summer leading to Recovery month in Sept.

We do not have the funds or ability at this point to set up a web site for this year but a hoping to be able to do so by 2009, and therefore we once again would ask if we could have a dedicated page on the county web-site to update our events and activities.

The SIREN/EATON SHELTER is acting as our fiduciary agent this year and once again all proceeds from our events will be equally distributed to the SIREN, ESAP or other agencies in our county that reach out to those with substance use disorders.

Please feel free to contact me with any questions. 517-231-3408

Thank you Victor Braatz- Recovery Month Coordinator

signature Victor Braatz

Policy Training: Electronic Mail Retention & Discovery

Information Systems Department

"Making IT Happen"

Purpose:

Along with the recent adoption of a new electronic mail (e-mail) policy, by the Board of Commissioners, employees who use county e-mail are encouraged to attend an informational session discussing the new policy and its impact on your use of e-mail. Specifically, employees will receive information and training in the following areas:

- Overview of the new policy,
- Treatment of *some* e-mail as official county records,
- Retention of *some* e-mail prescribed by state-approved retention schedules,
- Mandate that *some* e-mail be available for discovery when the county is involved in litigation,
- Supplemental resources available to learn more about retention and discovery.

When:

March 4, 2008	9—11:00 a.m.	Board of Commissioners Room
March 11, 2008	9—11:00 a.m.	Board of Commissioners Room
March 12, 2008	2—4:00 p.m.	Board of Commissioners Room
March 24, 2008	9—11:00 a.m.	Board of Commissioners Room

Presenters: Caryn Wojcik*, Records Management Services
Department of History, Arts, and Libraries, State of Michigan

Robert J. Sobie, Director of Information Systems

Randy Jones, Network and PC Administrator

* based on availability.