

**INFORMATION TECHNOLOGY AND COMMUNICATION  
COMMITTEE MEETING**

**WEDNESDAY, APRIL 7, 2021**

**4:00 P.M.**

**MINUTES**

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**MEMBERS PRESENT:** Commissioners Wayne Ridge, Dairus Reynnet, Brian Droscha, Brandon Haskell, Brian Lautzenheiser, Mark Mudry and Barbara Rogers

**ALSO PRESENT:** Commissioner Jeremy Whittum; Jeff Parshall, Captain Rob Block and John Fuentes

The Information Technology and Communication Committee met in virtual session of April 7, 2021 as permitted by PA 228 of 2020, as amended and the local declaration of emergency dated March 17, 2021. The members made an announcement of the location from which they are participating as follows:

Commissioner Ridge, the County Courthouse in Charlotte, MI  
Commissioner Reynnet, their residence in Windsor Township, Eaton County, MI  
Commissioner Lautzenheiser, their residence in the City of Charlotte, Eaton County, MI  
Commissioner Droscha, the County Courthouse in Charlotte, MI  
Commissioner Rogers, the County Courthouse in Charlotte, MI  
Commissioner Haskell, their residence in Delta Township, Eaton County, MI  
Commissioner Mudry, their residence in Delta Township, Eaton County, MI

Chairperson Ridge called the meeting to order at 4:00 p.m.

The Pledge of Allegiance was given by all.

Commissioner Droscha moved to approve the agenda, as presented. Commissioner Rogers seconded. Motion carried by unanimous roll call vote.

Commissioner Haskell moved to approve the minutes of the March 3, 2021 meeting, as presented. Commissioner Droscha seconded. Motion carried by unanimous roll call vote.

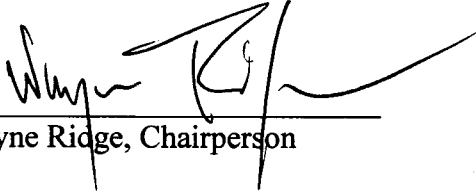
Captain Rob Block, Eaton County Sheriff's Office, was present to provide an update on the jail security system project. A consultant has been identified to conduct an on-site condition and needs assessment of the current jail and youth facility systems to develop a project scope and budgetary estimate and prepare for the development of bid specifications. The review is tentatively scheduled for the week of April 19, 2021. Discussion held.

Jeff Parshall, was present to provide an overview of the requests submitted for the technology needs to be considered in the Fiscal Year 2021/2022 Computer Fund budget. The estimated costs for the requests is approximately \$2.5M. Technology Services will be working with the Department Heads, Elected Officials and the Controller's Office to evaluate the requests and make recommendation for

the appropriation to the Committee. Updates will be provided to the Committee regularly through the budget development. Discussion held.

Chairperson Ridge adjourned the meeting at 4:19 p.m.

The next regularly scheduled meeting of the Information Technology and Communication Committee will be held on Wednesday, May 5, 2021 at 4:00 p.m.

A handwritten signature in black ink, appearing to read 'Wayne Ridge', is written over a horizontal line. The signature is stylized with a large, sweeping flourish extending to the right.

Wayne Ridge, Chairperson

**Eaton County Technology Services  
2021/2022 Budget Summary Report**

**Contractual Services (298.228.000 Org)**

Intern		Risk/Need Asmnt	Originally Requests	Amended Requests	2019-2020 Year Request
College student actively enrolled in Information Technology related course work.	Intern position leverage by IT to help assist with low level support calls. Also provides an excellent learning opportunity for students to obtain work place experience	4	21,502.00	21,502.00	21,502.00
			<b>21,502.00</b>	<b>21,502.00</b>	<b>21,502.00</b>
<b>Security</b>					
Duo	Selected solution to provide two-factor authentication. (Required by Criminal Justice Information Services) CJIS	4	9,760.00	9,760.00	8,800.00
Carbon Black	Antivirus software installed on all computers and servers.	4	25,840.00	25,840.00	20,240.00
Dark Trace	Cyber security appliance. Real-time tracking and detection of ill traffic on county's network.	4	29,500.00	29,500.00	30,000.00
Bomgar	Remote desktop support software (Required by CJIS)	4	18,000.00	18,000.00	18,000.00
SolarWinds	Software used to monitor, analyze, and alert of ill health of core network switches.	4	5,500.00	5,500.00	5,500.00
Cyfin	Logs user internet usage	4	2,500.00	2,500.00	2,500.00
Nessus	Network vulnerability scan functions required for audit certifications	4	2,500.00	2,500.00	2,500.00
ZIX	Email archiving, spam filtering, and threat protection	4	30,420.00	30,420.00	30,420.00
Manage Engine (Log360) SIEM	Central repository for hardware & software event logging. (Required by CJIS & PUB 1075 Audits)	4	6,000.00	6,000.00	6,000.00
AD Audit & Fileshare Audit	Software used to monitor file access and user network logins. (CJIS requires one year retention of logs.)	4	8,100.00	8,100.00	8,100.00
			<b>138,120.00</b>	<b>138,120.00</b>	<b>132,060.00</b>
<b>Internet Connections</b>					
ACD.NET	Primary internet connection.	4	22,000.00	22,000.00	22,000.00
WOW	Guest internet connections provided to the public and defense attorneys.	4	1,000.00	1,000.00	2,400.00
			<b>23,000.00</b>	<b>23,000.00</b>	<b>24,400.00</b>
<b>Software Support</b>					
SolarWinds Service Desk	Software used by IT to track service tickets and asset inventory.	4	12,000.00	12,000.00	10,000.00
PDQ	Software used by IT for rapid software deployment tool.	4	4,800.00	4,800.00	3,000.00
ESRI	Annual software renewal for GIS software.	4	30,000.00	30,000.00	28,000.00
MediaSignage	Software used in the courthouse lobby and Treasurer's Office to display information data about county services and events.	4	1,200.00	1,200.00	1,200.00
VEEAM	Software used by IT to create data backup jobs for all county servers and Microsoft Office 365.	4	19,000.00	19,000.00	21,000.00
VMWare	Software used by IT to create, manage, and configure the county's virtual server environment.	4	36,300.00	36,300.00	36,300.00
Laserfiche Software Support	Annual software renewal for the county's document imaging system	4	43,000.00	43,000.00	43,000.00
Laserfiche Connector Support	Screen scrapping software used by staff to auto populate required fields while scanning documents into Laserfiche.	4	3,500.00	3,500.00	3,500.00
Microsoft Office 365 G1 Email Accounts	Subscription email service provided by Microsoft. All email and mail servers will be hosted in the cloud at Microsoft.	4	47,904.00	47,904.00	47,904.00
Zoom	Digital Meeting platform that is used to conduct meetings and conversations that cannot be conducted in a face to face format.	3	5,000.00	5,000.00	-

Cannon Plotter Support	Annual support and maintenance on county only large format plotter. Used mostly by GIS staff for print maps.	4	1,200.00	1,200.00	1,200.00
Cerberus FTP	Annual Support for FIPS140-2 certified file transfer server	4	4,500.00	4,500.00	4,500.00
Dropbox	Annual Support for Dropbox file transfer application	4	12,000.00	12,000.00	12,000.00
Service Express AS/400 Maint	Annual support and maintenance on county archive AS/400 system.	4	1,000.00	1,000.00	1,000.00
Kofax Power PDF	Annual Support for PDF update and signature requirements	4	1,500.00	1,500.00	1,500.00
Meraki	Annual support and maintenance for enterprise wireless solution. (6 year term)	4			
Online Law Library by Westlaw	Annual renewal of electronic law library. This is required because the county no longer maintains a physical library.	4	30,000.00	30,000.00	30,000.00
			<b>252,904.00</b>	<b>252,904.00</b>	<b>244,104.00</b>
<b>Website Hosting</b>					
CivicPlus	Hosting security maintenance of county's website.	4	8,000.00	8,000.00	6,000.00
			<b>8,000.00</b>	<b>8,000.00</b>	<b>6,000.00</b>
<b>Domain Names &amp; SSL Certificates</b>					
GoDaddy	Website domain name renewals and SSL certificate renewals. (Examples: <i>www.eatoncounty.org, geo.eatoncounty.org, etc.</i> )	4	6,000.00	6,000.00	4,700.00
			<b>6,000.00</b>	<b>6,000.00</b>	<b>4,700.00</b>
<b>CISCO Smartnet</b>					
Logicalis	Annual hardware support on the county's CISCO gear. (Examples: phone system, switches, voice gateways (VG's), firewall, etc.)	4	48,000.00	48,000.00	38,800.00
			<b>48,000.00</b>	<b>48,000.00</b>	<b>38,800.00</b>
<b>Failed Device Reportment Fund</b>					
	A fund to replace failed devices that were not identified for replace in normal budget.	4	25,000.00	25,000.00	25,000.00
			<b>25,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>
<b>Training</b>					
New Horizon	Technical training for IT staff. It is important for staff to keep current on technology trends and keep pace with ever evolving security threats.	3	10,000.00	10,000.00	10,000.00
			<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
<b>Data Center Rebuild Payment (298.906.000 Org)</b>					
Dell	Year two of a five year financing deal through Dell to fund the county's 2019 datacenter upgrade. This technology houses the vast majority of the county's data and runs all virtual servers used throughout county operations.	4	175,000.00	175,000.00	175,000.00
			<b>175,000.00</b>	<b>175,000.00</b>	<b>175,000.00</b>
<b>Infrastructure Rebuild (298.906.000 Org)</b>					
Cisco	Year two of a five year financing deal through Cisco to fund the county's 2019/2020 infrastructure upgrade. This technology controls the backbone of the county's data network.	4	189,980.00	189,980.00	189,980.00
			<b>189,980.00</b>	<b>189,980.00</b>	<b>189,980.00</b>
<b>Equipment (298.901.000 Org)</b>					
<b>Courtroom Technology Upgrade</b>					
Third Coast Tech	Project will install new monitors, audio video controllers, and furniture for Probate courtroom.	4	22,000.00	22,000.00	46,000.00
			<b>22,000.00</b>	<b>22,000.00</b>	<b>46,000.00</b>
<b>Public Safety Mobile device update</b>					
Panasonic	Replace MCT device is Public Safety Vehicles	4	156,000.00	156,000.00	-
			<b>156,000.00</b>	<b>156,000.00</b>	<b>-</b>
<b>Boardroom technology Update</b>					
Third Coast Tech	Boardroom technology video recordings.	1	20,000.00	20,000.00	-
			<b>20,000.00</b>	<b>20,000.00</b>	<b>-</b>
<b>Phone System Update Project</b>					
CISCO Phone Replacement	In order for the county to comply with data encryption requirements, older model phones need to upgraded.	4	12,600.00	12,600.00	-
			<b>12,600.00</b>	<b>12,600.00</b>	<b>-</b>
<b>Computer Replacements</b>					

CDW-G	Replace aging laptops and desktop computers. Funding will be utilized to replace devices that do not meet BitLocker encryption standards. Hard drive encryption is a requirement of both CJIS and HIPAA standards. Many of these devices will be 6+ years old at the time of replacement.	3	339,915.00	339,915.00	-
			<b>339,915.00</b>	<b>339,915.00</b>	-
<b>Building Connectivity</b>					
Cable Concepts	Replacement of aging Fiber Optic cabling from Youth Facility to Animal Control and to Physical Plant building with wireless bridge that will give them adequate data connectivity to the rest of the county network.	4	12,000.00	12,000.00	42,000.00
			<b>12,000.00</b>	<b>12,000.00</b>	<b>42,000.00</b>
<b>Network Redundancy and Disaster Recovery</b>					
Recovery Server	Server for quick recovery during disaster	4	35,000.00	35,000.00	
Backup to Cloud	VEEAM back to Cloud solution using Wasabi	4	30,000.00	30,000.00	
Redundant Switch Power	Redundant Power Supplies for Switches	4	50,000.00	50,000.00	
			<b>115,000.00</b>	<b>115,000.00</b>	-
<b>Laserfiche</b>					
Laserfiche Web Portal	This would be new technology purchase. This would allow both staff and public the ability to access laserfiche document and fillable forms via the web.	2	65,000.00	65,000.00	
Additional Laserfiche Client Licenses	The county currently owns 220 Laserfiche client licensing's. Laserfiche usage has increased for county staff. As a result, there are an insufficient number of licenses available for use.	3	12,000.00	12,000.00	
			<b>77,000.00</b>	<b>77,000.00</b>	-
<b>GIS</b>					
<b>GPS Data &amp; Image Analysis Services</b>					
Pix 4D Mapper	Software required to manipulate data & image analysis incorporated in the county's GIS.	3	5,000.00	5,000.00	
Cloud storage for data	Setup Cloud storage for GIS related data	3	11,000.00	11,000.00	
ArcGIS Image Analyst for ArcGIS Pro	Software used for change detection and image classification. This will assist in the automation of finding new or demolished buildings throughout the county between imagery collection periods.	4	2,000.00	2,000.00	
Leica Disto Meter	Quickly measure new building footprints and verify witness distances while collecting section corner data.	4	2,000.00	2,000.00	
Leica Customer Care Support	This would be a new purchase to keep software and hardware on current maintenance.	4	600.00	600.00	
GEO/GPS location & elevation evaluation tool	Tool for determining GEO/GPS coordinate findings	3	24,800.00	24,800.00	
ArcGIS Enterprise software upgrade	Upgrade to the ArcGIS Enterprise basic to standard licensing	4	41,000.00	41,000.00	
<b>Geo Event Server</b>					
ESRI	New server technology intended to be initially introduced in the public safety environment to perform predictive analysis for crime mapping and leverage central dispatch data to feed public facing web application for road closures and real time accident monitoring.	3	60,000.00	60,000.00	
			<b>146,400.00</b>	<b>146,400.00</b>	-
<b>SIEM Network/Server Logging Solution for FOC auditing</b>					
ManageEngine	A SIEM solution is a method of tracking and notification logging of all network/server activity and audit policy administration. It will be used to track and notify of any anomalous activity taking place within the network infrastructure.	4	18,000.00	18,000.00	
			<b>18,000.00</b>	<b>18,000.00</b>	-
<b>Dept. Requests</b>					
<b>Animal Control</b>					
Printer replacement	Replace aging printer	4	1,100.00	1,100.00	
Wireless bridge to building	Replace connection between Youth & AC Building	4	1,100.00	1,100.00	
<b>Central Dispatch</b>					
Printer replacement	Replace aging printer	4	2,800.00	2,800.00	
Misc	Head Set & Misc Technology Replacement	4	15,000.00	15,000.00	
Smartboard	Smartboard for Comm Trailer	4	3,500.00	3,500.00	

NetMotion upgrade	FIPS compliant VPN for Mobile devices	4	15,000.00	15,000.00
Public area Monitor	Monitor to display information for public in open area	4	2,100.00	2,100.00
Scanner	Replace aging scanner	3	1,800.00	1,800.00
<b><u>Circuit Court</u></b>				
Printer replacement	Replace aging printer	4	2,400.00	2,400.00
Microphones	Upgrade Microphones for Courtrooms	3	4,800.00	4,800.00
CDW-G	Cisco C899G-LTE-VZ-K9 Verizon Router for JIS Redundancy	3	4,500.00	4,500.00
<b><u>Circuit Court Probation</u></b>				
Printer replacement	Replace aging printer	4	800.00	800.00
<b><u>Community Development</u></b>				
Printer replacement	Replace aging printer	4	1,500.00	1,500.00
Scanner	Replace aging scanner	3	1,800.00	1,800.00
<b><u>Community Corrections</u></b>				
Printer replacement	Replace aging printer	4	1,500.00	1,500.00
Scanner	Replace aging scanner	3	2,700.00	2,700.00
<b><u>Construction Code</u></b>				
Printer replacement	Replace aging printer	4	1,000.00	1,000.00
Conference Room Monitor	Update aged TV in conference room	3	1,500.00	1,500.00
Scanner	Replace aging scanner	3	1,800.00	1,800.00
Online Permit Processing	Allow contractors to enter and track permits online	3	18,000.00	18,000.00
<b><u>Controller's Office</u></b>				
Conference Room Monitor	Add monitor in conference room for meetings	3	20,000.00	20,000.00
iPads for Commissioners	Replace aging iPads for Commissioners	3	4,600.00	4,600.00
<b><u>County Clerk</u></b>				
Printer replacement	Replace aging printer	4	4,000.00	4,000.00
Scanners	Replace aging scanners	3	3,600.00	3,600.00
<b><u>District Court</u></b>				
Printer replacement	Replace aging printer	4	4,600.00	4,600.00
Replacement Line Printer	Need a spare line printer	2	2,800.00	2,800.00
Scanners	Replace aging scanners	3	8,100.00	8,100.00
Microphones	Upgrade Microphones for Courtrooms	3	3,200.00	3,200.00
<b><u>Drain Office</u></b>				
Printer replacement	Replace aging printer	4	1,500.00	1,500.00
Replace iPads	Replace aging field work iPads	3	2,550.00	2,550.00
Scanners	Replace aging scanners	3	1,800.00	1,800.00
<b><u>Equalization</u></b>				
Printer replacement	Replace aging printer	4	1,500.00	1,500.00
Scanners	Replace aging scanners	3	1,800.00	1,800.00
ESRI Software	Update ESRI software	3	20,000.00	20,000.00
<b><u>Friend of the Court</u></b>				
Audit preparation services	Professional services to help with Audit preparation	3	18,000.00	18,000.00
Printer replacement	Replace aging printer	4	3,000.00	3,000.00
Scanners	Replace aging scanners	3	1,800.00	1,800.00
<b><u>Juvenile Court</u></b>				
Case Management Solution	Probations officers and Juvenile Court staff need a Case Management solution that is lacking in the current JIS solution	3	7,000.00	7,000.00
Printer replacement	Replace aging printer	4	3,000.00	3,000.00
Scanners	Replace aging scanners	3	2,700.00	2,700.00
<b><u>Parks &amp; Recreation</u></b>				
Printer replacement	Replace aging printer	4	1,000.00	1,000.00
3D Laser Etching printer	Need to laser etch wood and other materials	3	4,500.00	4,500.00
Car Count Laser	Road car count laser tech	3	8,400.00	8,400.00
<b><u>Physical Plant</u></b>				
Printer replacement	Replace aging printer	4	1,600.00	1,600.00
Wireless bridge to building	Replace connection between Youth & AC Building	4	6,000.00	6,000.00
Door/HVAC Controller System	Updates to Door/HVAC Controller system	3	35,000.00	35,000.00
JCI solution update	Update hardware & software relating to JIC systems	3	14,500.00	14,500.00
Work Order System	Replace in-house Work Order System	3	15,000.00	15,000.00
Vanguard Software upgrade	Upgrade the Vanguard Door Access Software	3	5,500.00	5,500.00
SiPass software upgrade	Upgrade the Siemens SiPass software	3	3,500.00	3,500.00
<b><u>Probate Court</u></b>				
Printer replacement	Replace aging printer	4	1,300.00	1,300.00
Scanners	Replace aging scanners	3	2,700.00	2,700.00
<b><u>Prosecuting Attorney</u></b>				
Printer replacement	Replace aging printer	4	3,500.00	3,500.00
Scanners	Replace aging scanners	3	1,800.00	1,800.00
Interactive TV for Conf Room	Interactive TV for conference room communications	3	2,000.00	2,000.00

DVD Duplicators	Device to duplicate multiple DVDs	3	3,000.00	3,000.00	
External USB drives	High Speed USB external DVD drives	3	1,125.00	1,125.00	
<b>Register of Deeds</b>					
Printer replacement	Replace aging printer	4	3,300.00	3,300.00	
<b>Resource Recovery</b>					
Printer replacement	Replace aging printer	4	6,300.00	6,300.00	
<b>Sheriff Department County</b>					
Printers & Scanners	Replace aging printers and scanners	3	5,600.00	5,600.00	
<b>Sheriff Department Delta</b>					
Replace network cabling within Delta Building	The cabling is old and needs to be replaced	3	20,000.00	20,000.00	
Printers & Scanners	Replace aging printers and scanners	3	6,600.00	6,600.00	
<b>Sheriff Department Jail</b>					
Printer & Scanner update	Replace aging printers & scanners	3	7,100.00	7,100.00	
UPS for visitation controller	The visitation controller device is not currently on a UPS and has failed when power is lost.	3	2,400.00	2,400.00	
Fiber Optic Cabling	Fiber Optic Cabling through Jail for updated Security/Video	3	39,200.00	39,200.00	
<b>Technology Services</b>					
Network Tester kit	Network analyzer tool to identify cabling/switch issues	3	7,000.00	7,000.00	
Fiber Optic Cable Tester kit	Tool to identify Fiber Optic cabling/switch issues	3	12,800.00	12,800.00	
Kofax Power PDF	Replacement for expired Adobe Acrobat licenses	3	12,000.00	12,000.00	
Network & Temp sensors	Sensors that monitor the network closet temperature	3	4,800.00	4,800.00	
UPS upgrade	Network closet UPS replacements	4	10,000.00	10,000.00	
SQL user licenses	Licenses required for user access to SQL servers	3	52,000.00	52,000.00	
Cabling essentials	Fiber Optic Cabling to Youth	3	41,000.00	41,000.00	
Misc Cabling requirements	Requirements for cabling additions and changes	3	15,000.00	15,000.00	
Emergency Paging System	InformaCast emergency paging and notification system	3	28,000.00	28,000.00	
			<b>583,775.00</b>	<b>583,775.00</b>	<b>-</b>
Previous Year Expenditures not listed above					<b>452,740.00</b>
<b>Total Expenses:</b>			<b>2,400,196.00</b>	<b>2,400,196.00</b>	<b>1,412,286.00</b>
<b>Revenues:</b>					
<b>Transfers In from other sources</b>					
Central Dispatch 911 Millage			216,212.00	216,212.00	146,734.00
Treasurer's Office			6,808.00	6,808.00	6,696.00
Drain Office			9,148.00	9,148.00	9,036.00
Health Department			13,700.00	13,700.00	13,700.00
Law Library Fund			16,200.00	16,200.00	16,200.00
Construction Code			41,496.00	41,496.00	4,357.00
MIDC					3,630.00
Parks and Recreation					14,050.00
Aerial Planning Fund 234					
MMRMA				-	
Resource Recovery			13,564.00	13,564.00	848.00
Public Defender			3,496.00	3,496.00	
Register of Deeds Automation Fund			16,500.00	16,500.00	18,550.00
2018/19 Budgeted Inmate Classification (\$18,000) not used			-	-	18,000.00
<b>Total Transfers In</b>			<b>337,124.00</b>	<b>337,124.00</b>	<b>251,801.00</b>
<b>Other Income</b>					
Computer Fund Services			3,000.00	3,000.00	3,000.00
Sale of Fixed Assets			7,000.00	7,000.00	2,500.00
Reimbursements & Refunds			-	-	
<b>Total Other Income</b>			<b>10,000.00</b>	<b>10,000.00</b>	<b>5,500.00</b>
<b>Total Revenue</b>			<b>350,620.00</b>	<b>350,620.00</b>	<b>257,301.00</b>
<b>General Fund Transfer In requirement</b>			<b>2,049,576.00</b>	<b>\$ 2,049,576.00</b>	<b>1,154,985.00</b>

Original Request	Adjusted	Previous Year
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