

**INFORMATION TECHNOLOGY AND COMMUNICATION  
COMMITTEE MEETING**

**WEDNESDAY, JULY 1, 2020**

**4:00 P.M.**

**MINUTES**

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**MEMBERS PRESENT:** Commissioners Brandon Haskell, Jane Whitacre, Brian Droscha, Brian Lautzenheiser, Jeanne Pearl-Wright, Rob Piercefield and Wayne Ridge

**ALSO PRESENT:** Commissioner Terrance Augustine; Jeff Parshall and John Fuentes

The Information Technology and Communication Committee met in virtual session July 1, 2020, as permitted by Executive Order 2020-129.

Chairperson Haskell called the July 1, 2020 regular meeting of the Information Technology and Communication Committee 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 Lautzenheiser seconded. Motion carried unanimously.

Commissioner Ridge moved to approve the minutes of the June 3, 2020 meeting, as presented. Commissioner Pearl-Wright seconded. Motion carried unanimously.

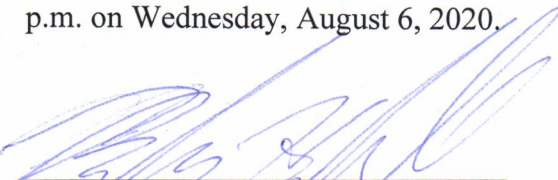
Technology Services Director Parshall provided an update on the current FY 2020 technology projects. It was reported that due to scheduling difficulties caused by the COVID-19 pandemic, certain scheduled projects will be delayed until FY 2021. The proposed budget for FY 2021 reflects the carryover of current appropriations.

An update was provided on the analysis and inventory of online County services. Feedback and priorities received from Department Heads and Elected Officials is being reviewed. Discussion held.

The updated proposed FY 2021 technology requests were reviewed. Discussion held. After considering appropriation carryovers discussed previously, requests supported by other funding sources and changes recommended by Technology Services, the General Fund appropriation is approximately 3% over the current year. Discussion held. Technology Services will continue to review and update the requests and provide an update to the Committee at its next regular meeting of consideration of recommending to the Way and Means Committee.

Chairperson Haskell adjourned the meeting at 4:56 p.m.

The next regular meeting of the Information and Communication Committee will be held at 4:00 p.m. on Wednesday, August 6, 2020.



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Brandon Haskell, Chairperson

**Eaton County Technology Services**  
**2019/2020 Outstanding Budgeted Project Status**

<u>Project</u>	<u>Description</u>	<u>Status</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Available</u>
CivicRec	Recreation and reservation system for Parks Department	Close to completion	\$ 10,300.00	\$ 10,300.00	
Office 365 Migration	Professional Service for Office 365 Implementation	1/2 of accounts moved to Office 365	\$ 15,000.00	\$ 32,000.00	\$ (17,000.00)
Infrastructure update	Switches, Wireless, Backup solution, Cisco Mgmt software	Project is moving along. Trying to catch up from delay.	\$175,000.00	\$175,000.00	\$ -
Courtroom Technology	Circuit Court Rooms technology updates	Maurer is complete. Cunningham is getting updated this week	\$ 46,000.00	\$ 50,000.00	\$ (4,000.00)
Laserfiche web portal	Internet access into Laserfiche application set	Not to be completed	\$ 65,000.00		\$ 65,000.00
New Fiber to Animal Control	New fiber optic cabling from Youth facility to Animal Control	Not to be completed	\$ 41,000.00		\$ 41,000.00
New Fiber from MSU to HD	New fiber optic cabling from MSU to Health Dept	Scheduled for September	\$ 18,000.00	\$ 18,000.00	\$ -
New Fiber from 911 to CH	New fiber optic cabling from 911 Bldg to Courthouse	Not to be completed	\$ 40,000.00		\$ 40,000.00
Aerial Photography	Aerial Photography for GIS and mapping purposes	Fly over is complete. Waiting on edited photos	\$ 70,000.00	\$ 84,000.00	\$ (14,000.00)
Available from current projects			\$480,300.00	\$369,300.00	\$ 111,000.00

Expect to be reimbursed from other agencies for the Aerial Photography project.

**Eaton County Technology Services  
2020/2021 Budget Summary Report**

**Contractual Services (298.228.000 Org)**

<b>Intern</b>		<b>Risk/Need Asmnt</b>	<b>Originally Requests</b>	<b>Amended Requests</b>	<b>2019-2020 Year Request</b>
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	8,800.00	8,800.00	8,800.00
Carbon Black	Antivirus software installed on all computers and servers.	4	20,080.00	20,080.00	20,240.00
Dark Trace	Cyber security appliance. Real-time tracking and detection of ill traffic on county's network.	4	-	-	30,000.00
Bomgar	Remote desktop support software (Required by CJIS)	4	18,000.00	18,000.00	4,400.00
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	
ZIX	Email archiving, spam filtering, and threat protection	4	30,000.00	30,000.00	30,000.00
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	6,500.00
			<b>95,480.00</b>	<b>95,480.00</b>	<b>107,940.00</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	3,500.00	3,500.00	2,400.00
			<b>25,500.00</b>	<b>25,500.00</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.	4	30,000.00	30,000.00	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	28,000.00
Laserfiche Software Support	Annual software renewal for the county's document imaging system	4	42,000.00	42,000.00	42,000.00
Laserfiche Connector Support	Screen scrapping software used by staff to auto populate required fields while scanning documents into Laserfiche.	4	6,500.00	6,500.00	6,500.00
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	41,000.00	41,000.00	41,738.00

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	
Dropbox	Annual Support for Dropbox file transfer application	4	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	
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	21,000.00
			<b>259,000.00</b>	<b>259,000.00</b>	<b>204,638.00</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: www.eatoncounty.org, geo.eatoncounty.org, etc.)	4	5,500.00	5,500.00	4,700.00
			<b>5,500.00</b>	<b>5,500.00</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>Office 365 Migration</b>					
Office 2019 Standard	Office 2019 desktop licenses	4	3,420.00	3,420.00	45,000.00
Access Interactive	Microsoft Office 365 Migration - G1 Client subscription	4	15,000.00	15,000.00	15,000.00
			<b>18,420.00</b>	<b>18,420.00</b>	<b>60,000.00</b>
<b>Courtroom Technology Upgrade</b>					

Third Coast Tech	Project will install new monitors, audio video controllers, and furniture for both District Court and Probate courtrooms.	4	95,000.00	60,000.00	46,000.00
			<b>95,000.00</b>	<b>60,000.00</b>	<b>46,000.00</b>
<b>Assisted Listening Devices</b>					
Third Coast Tech	As a requirement of the American Disability Act (ADA), each courtroom and conference room needs assisted listening devices. This would be installed in all courtrooms, board of commissioners room, emergency operations center, and sheriff's department training room.	4	8,000.00	8,000.00	12,800.00
			<b>8,000.00</b>	<b>8,000.00</b>	<b>12,800.00</b>
<b>Boardroom technology Update</b>					
Third Coast Tech	Boardroom technology video recordings.	1	25,000.00	25,000.00	-
Third Coast Tech	Boardroom technology update will include replacing all the Microphones, adding TV and update speakers.	2	40,000.00	40,000.00	-
			<b>65,000.00</b>	<b>65,000.00</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 be upgraded.	4	12,530.00	12,530.00	-
			<b>12,530.00</b>	<b>12,530.00</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	51,810.00	51,810.00	-
			<b>51,810.00</b>	<b>51,810.00</b>	<b>-</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>Radio System Wireless Connectivity to Fire Stations</b>					
Access Interactive	These devices will allow for wireless connectivity from 20 different fire stations back to the County network to update new radios.	3	42,000.00	42,000.00	-
			<b>42,000.00</b>	<b>42,000.00</b>	<b>-</b>
<b>Sheriff Department Technology Improvements</b>					
Update Northpointe Classification System to COMPASS	Current inmate classification solution is long past end of and needs update. This is extremely important for properly placing inmates in min, middle, or max security areas of the jail.	3	-	-	20,000.00
Central Square interface for COMPASS	Interface program for Jail Management System to communicate with COMPASS	3	-	-	15,000.00
			<b>-</b>	<b>-</b>	<b>35,000.00</b>
<b>Laserfiche</b>					
Laserfiche Web Portal	This would be a new technology purchase. This would allow both staff and public the ability to access laserfiche documents and fillable forms via the web.	2	65,000.00	-	65,000.00
Additional Laserfiche Client Licenses	The county currently owns 220 Laserfiche client licenses. Laserfiche usage has increased for county staff. As a result, there are an insufficient number of licenses available for use.	3	12,000.00	6,000.00	10,500.00
			<b>77,000.00</b>	<b>6,000.00</b>	<b>75,500.00</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.	2	12,000.00	-	9,500.00
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.	2	5,000.00	-	5,000.00
Leica Disto Meter	Quickly measure new building footprints and verify witness distances while collecting section corner data.	2	2,000.00	-	2,000.00
Leica Customer Care Support	This would be a new purchase to keep software and hardware on current maintenance.	3	600.00	-	600.00
<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.	2	25,000.00	-	20,000.00
			<b>44,600.00</b>	<b>-</b>	<b>37,100.00</b>

**SIEM Network/Server Logging Solution for FOC auditing**

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	56,000.00	56,000.00	-
			<b>56,000.00</b>	<b>56,000.00</b>	<b>-</b>

**Dept. Requests**

**Animal Control**

Printer replacement	Replace aging printer	4	300.00	300.00	-
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**Central Dispatch**

Misc	Head Set & Misc Technology Replacement	4	15,000.00	15,000.00	-
Complete Cable Concepts	Fiber Optic cabling from upstairs computer room to Radio room downstairs	4	20,000.00	20,000.00	-

**Circuit Court**

Microphones	Upgrade Microphones for Courtrooms	3	6,000.00	6,000.00	-
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**Community Development**

Multi-Monitor Mounts	Allow for Multiple monitors	3	-	-	-
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**Construction Code**

Conference Room Monitor	Update aged TV in conference room	3	1,000.00	-	-
Scanner	Replace aging scanner	3	1,600.00	1,600.00	-
Online Permit Processing	Allow contractors to enter and track permits online	3	18,000.00	18,000.00	-

**Controller's Office**

Conference Room Monitor	Add monitor in conference room form meetings	3	1,200.00	-	-
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**County Clerk**

Campaign Finance System	Software to replace in house Campaign Finance system	4	25,000.00	-	-
Scanners	Replace aging scanners	3	3,200.00	3,200.00	-

**District Court**

Replacement Line Printer	Need a spare line printer	2	1,200.00	-	-
Scanners	Replace aging scanners	3	1,600.00	1,600.00	-

**Equalization**

Scanners	Replace aging scanners	3	1,600.00	1,600.00	-
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**Friend of the Court**

Hearing room monitor	Wall mounted monitor to display Zoom meetings	3	2,000.00	2,000.00	-
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**Juvenile Court**

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	-
Scanners	Replace aging scanners	3	2,400.00	2,400.00	-

**Parks & Recreation**

3D Laser Etching printer	Need to laser etch wood and other materials	3	3,800.00	-	-
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**Physical Plant**

JCI solution update	Update hardware & software relating to JIC systems	3	20,000.00	-
Work Order System	Replace in-house Work Order System	3	15,000.00	-

**Probate Court**

Printer replacement	Replace aging printer	4	1,500.00	1,500.00
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**Prosecuting Attorney**

Printer replacement	Replace aging printer	4	1,500.00	-
Scanners	Replace aging scanners	3	3,200.00	3,200.00
Interactive TV for Conf Room	Interactive TV for conference room communications	3	5,500.00	-

**Pubic Defender**

Printers & Scanners	New printers & Scanners for additional staff	4	4,800.00	4,800.00
Additional iPads	iPads for remote meetins for additional staff	4	1,875.00	1,875.00
Conf Room Technology	Technology Updates for Conference Room	3	25,000.00	-
Interactive TV for Conf Room	Interactive TV for conference room communications	3	6,000.00	-
Laserfiche Licenses	Laserfiche licenses for additional staff	3	18,000.00	18,000.00
Case Management System	DefenderData Case Management System	3	15,000.00	15,000.00
Microsoft Office 2019	Microsoft Office licenses for new devices	3	3,420.00	3,420.00
Kofax Power PDF	Kofax licenses for additional staff	3	1,800.00	1,800.00
Cisco switch	Cisco switch to accomidate additional staff	3	9,700.00	9,700.00

**Resource Recovery**

Printer replacement	Replace aging printer	4	750.00	750.00
Update Mass Mailing Printer	New replacement Large color MFP laser printer for mass mailings	3	5,500.00	5,500.00

**Sheriff Department County**

Replace Door Controller system	Door Controller/Card Access system needs to be replaced	4	40,000.00	40,000.00
Printers & Scanners	Replace aging printers and scanners	3	3,750.00	3,750.00

**Sheriff Department Delta**

Replace network cabling within Delta Building	The cabling is old and needs to be replaced	3	15,000.00	-
Printers & Scanners	Replace aging printers and scanners	3	2,950.00	2,950.00

**Sheriff Department Jail**

Printer & Scanner update	Replace aging printers & scanners	3	5,550.00	5,550.00
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	-

**Technology Services**

Large MFG printer/copier	Replace aging Large color MFP printer/copier	3	9,200.00	9,200.00
Switch redundant power supplies	Power supplied to create redundancies	3	20,000.00	20,000.00
Voice gateway replacements	Voice gateways that are no longer support need to be replaced	3	6,000.00	6,000.00
Kofax Power PDF	Replacement for expired Adobe Acrobat licenses	3	7,500.00	4,500.00
Network & Temp sensors	Sensors that monitor the network closet temperature	3	4,800.00	-
UPS upgrade	Network closet UPS replacements	4	16,800.00	12,600.00
SQL user licenses	Licenses required for user access to SQL servers	3	52,000.00	52,000.00
Cabling essentials	CAT6 cabling and other network requirements	3	12,000.00	12,000.00
Emergency Paging System	InformaCast emergency paging and notification system	3	25,000.00	-
Spare Switches	Need spare switches in case one fails	3	8,500.00	-

**489,645.00      312,495.00      -**

Previous Year Expendatures not listed above

**452,740.00**

**Total Expenses:**

**1,834,967.00      1,507,217.00      1,569,100.00**

**Revenues:**

**Transfers In from other sources**

Central Dispatch 911 Millage	98,834.00	98,834.00	146,734.00
Treasurer's Office	6,696.00	6,696.00	6,696.00
Drain Office	9,036.00	9,036.00	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	22,482.00	22,482.00	4,357.00
MIDC			3,630.00
Parks and Recreation			14,050.00
Aerial Planning Fund 234			12,000.00
MMRMA		-	200,000.00
Resource Recovery	8,198.00	8,198.00	848.00
Public Defender	85,091.00	85,091.00	
Register of Deeds Automation Fund	1,350.00	1,350.00	18,550.00
2018/19 Budgeted Inmate Classification (\$18,000) not used	-	-	18,000.00
<b>Total Transfers In</b>	<b>261,587.00</b>	<b>261,587.00</b>	<b>463,801.00</b>
<b>Other Income</b>			
Computer Fund Services	3,000.00	3,000.00	3,000.00
Sale of Fixed Assets	2,500.00	2,500.00	2,500.00
Reimbursements & Refunds	-	-	
<b>Total Other Income</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>5,500.00</b>
<b>Total Revenue</b>	<b>267,087.00</b>	<b>267,087.00</b>	<b>469,301.00</b>

General Fund Transfer In requirement	1,567,880.00	\$1,240,130.00	1,099,799.00
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Original Request	Adjusted	Previous Year
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