



CLERK

Jill M. Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

TECHNOLOGY/INFORMATION COMMITTEE

Thursday, February 25, 2021
9:30 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Margaret Batzer (Zoom, City of Manistee); Eric Gustad (Zoom, Filer Township) and Richard Schmidt, Chairperson (Zoom, Maple Grove Township)

Members Absent: None

Others Present: Lisa Sagala, Controller/Administrator; Gordon McLellan, IT Contractor; Glenn Zaring; Lindsey Marquardt, Chief Deputy Clerk

The meeting was called to Order at 8:30 a.m.

NOTE – Items requiring Board Action are indicated in BOLD

The County Board and its Committees are operating remotely and electronically by Zoom under PA 254 of 2020 due to the COVID-19 pandemic.

PUBLIC COMMENT

None.

COURTHOUSE FAX ISSUES

Gordon McLellan, IT Contractor indicated that there have been fax outages within the Courthouse the past couple of weeks. The Grand Stream device, which all faxes go through, has been crashing. The device is six years old and out of warranty and costs approximately \$800.

There was discussion regarding the needs of faxing within the county as the technology is very outdated. Gordon will send a memo to Department Heads and Elected Officials regarding their usage and continued need for faxing technology.

Moved by Gustad, seconded by Schmidt to recommend the approval to purchase the Grand Stream device in the amount of \$800.00. Ayes. All. Motion Carried.

Margaret Batzer left the meeting at 9:41 a.m.

BROADBAND GRANT AVAILABILITY

Gordon McLellan informed the committee that there are federal grants, thru the USDA, available for the expansion of rural broadband connectivity. Glenn Zaring is part of the Connect Manistee Group which is focusing on the issue of rural broadband connectivity. Lisa Sagala will be attending this group's meeting tomorrow.

Gordon McLellan addressed the ongoing issue of disruptions in connection during meetings while using Zoom. The County will be switching internet providers in March. The County currently uses Merit Network and will be switching to PFN with expanded connectivity. This change should help with the disruptions the County is currently experiencing.

CURRENT PROJECTS

Gordon indicates the County has received and deployed 21 laptops that were paid for using CESF (Coronavirus Emergency Supplemental Funding) grant monies. These laptops were deployed between the Sheriff's Office, Prosecuting Attorney's Office and various Court offices. Should the need arise, these laptops will greatly impact the availability for staff to work remotely.

Gordon is also in the process of replacing other desktop computers that were paid for using money left over from the last fiscal year. Replacing desktops with laptops does create a change in the cost and rotation schedule. Laptops cost more than a traditional desktop and need to be replaced every three years as opposed to five year with a desktop.

Later this year Gordon will be working on replacing two servers and the surveillance system server. When the time comes Gordon will send out RFPs for both projects.

REVIEW OF TECHNOLOGY/INFORMATION COMMITTEE DUTIES
FROM THE RULES OF ORDER AND PROCEDURES

The Committee reviewed the Technology/Information Committee duties from the Rules of Order and Procedures. After discussion it was decided that there are no offices that are utilizing microfilming as all documents are now digitally scanned.

Moved by Gustad, seconded by Schmidt to recommend removing “and microfilming” from the Technology/Information Committee duties. Ayes. All. Motion Carried.

SCHEDULE 2021 TECHNOLOGY COMMITTEE MEETINGS

After review of the 2021 calendar (APPENDIX B), it was determined to hold the Technology/Information Committee meetings on the fourth Thursday of each month at 9:30 a.m. No meeting is scheduled for November and December as the fourth Thursday falls on a holiday. If a meeting is needed it will be scheduled at that time.

OTHER ITEMS FROM COMMITTEE MEMBERS

The meeting was adjourned at the Call of the Chair at 10:30 a.m.

Eric Gustad

Richard Schmidt, Chairperson

Margaret Batzer

APPENDIX A

3. Public Safety Committee. This Committee may review and make recommendations in operations and policy. It shall be the duty of this committee to work in conjunction with Administration to study and advise the Board with respect to matters which otherwise are not covered by the Ways & Means Committee or the Physical Resources Committee. Functional areas of responsibility include Emergency Services, Sheriff's Office, Courthouse Security, Secondary Road Patrol, Marine Patrol, Jail, Animal Control, 9-1-1/Central Dispatch, County Ambulance Service and other public safety operations.
 4. Technology/Information Committee. This Committee shall assess and evaluate present computer equipment and systems. Plan for upgrades in software, technology and uniformity in systems. Plan for Internet service County-wide (broadband) and microfilming and/or best method of preserving records. Continue work in G.I.S. systems.
 5. Executive/Joint Court Committee. This Committee's functional areas of responsibility will include issues regarding County Administration, County Clerk, Prosecuting Attorney, Register of Deeds, County Board, Circuit Court, Friend of the Court, District Court, Probate Court, Child Care Fund, Law Library, Elections, Resolutions and shall serve as the Joint Court Committee with Benzie County.
 6. Personnel Committee. This Committee shall provide oversight for the reviews and recommendations of all areas of personnel to include hiring/discharge, collective bargaining, compensation and classification, fringe benefits and employee grievances for all County Departments.
 7. Green Team/Recycling Committee. This Committee shall be responsible for all solid waste and recycling-related issues and focuses on conservation and energy reduction techniques.
 8. Regional Summit Committee. This Committee will plan a Regional Summit at least once per year, using a facilitator (new each time). Move meetings around the County. Also in charge of Employee Recognition Dinner - with a goal of 75% attending.
 9. Public Defender Committee. This Committee's functional areas of responsibility will include issues regarding the Public Defender's Office.
- C. Special Assignments. There shall be, in addition to the standing committees, such other special assignments as the Chairperson, from time to time, may appoint and establish subject to approval of the Board. The membership of all such special assignments shall automatically be vacated upon the succession to office of a new Chairperson to the Board. Such assignments include, but are not limited to, the

2021 CALENDAR

www.wiki-calendar.com

JANUARY							FEBRUARY							MARCH							APRIL						
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31																											

MAY							JUNE							JULY							AUGUST						
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HOLIDAYS AND OBSERVANCES:

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|-----------------------------------------|-----------------------|--------------------------------------|---------------------------|
| Jan 1 - New Year's Day | Apr 5 - Easter Monday | Jul 4 - Independence Day | Nov 11 - Veterans Day |
| Jan 18 - Martin Luther King Jr. Day | Apr 15 - Tax Day | Jul 5 - 'Independence Day' observed | Nov 25 - Thanksgiving Day |
| Feb 14 - Valentine's Day | May 5 - Cinco de Mayo | Sep 6 - Labor Day | Nov 26 - Black Friday |
| Feb 15 - Presidents' Day (Most regions) | May 9 - Mother's Day | Oct 11 - Columbus Day (Most regions) | Dec 24 - Christmas Eve |
| Mar 17 - St. Patrick's Day | May 31 - Memorial Day | Nov 2 - Election Day | Dec 25 - Christmas Day |
| Apr 4 - Easter Sunday | Jun 20 - Father's Day | | Dec 31 - New Year's Eve |