

**AD HOC COMMITTEE
COUNTY BOARDROOM
TUESDAY, MAY 7, 2019
MINUTES
4:00 P.M.**

1. Call to Order

2. Roll Call – Jason Spence (ch), Matt Smith (v-ch), Richard Hill, Deb Breyman all present. Russ Cotton and Blake Parsons excused.

3. Public Input

4. Approval of Minutes

a. Approval of March 6, 2019 meeting minutes

Motion to approve March 6, 2019 minutes made by Hill, seconded by Smith. *Motion passed.*

5. Unfinished Business

a) Discussion and approval of IT - RFP

Discussion started this week with Heart for the network discovery. Cameron Shearhod and Frank Johnson from Heart addressed the committee. It should take 6 to 8 weeks to complete. Heart will do a cursory introduction to the network to learn what we have, what has changed since the last time Heart looked at our system. They will run an automatic scan and do an inventory of the network so help answer questions. This analysis will help to determine what is out of date, and help with the framing of the RFP. It will not tell us what needs to be fixed, but will tell us what needs to be supported. It was asked if they will also be looking at the Circuit Clerk's system. They would like to look at it to at least do a discovery, and would also like to talk to any third party vendors. They will do a summary when finished that will tell us what they found and what could be addressed. This analysis will also include the Highway Department and EMA. Heart will be talking to each department to see how they use the programs. The County Clerk has certain items that have to be secure. Ryan Cook will come next month to discuss the County Clerk security.

6. New Business

a. Discussion on email service

The Sheriff reported that he looked into getting our own server. He reached out to a few vendors. He discovered that having our own email server was more costly, and the vendors all recommended that we purchase Outlook 365. Our current email is substandard and it should be a priority. The cost of 365 depends on the number of emails we have, the level of security, and what programs we add to it. It was questioned what level of security we need. Certain offices need higher security than others. Judicial, Sheriff and County Clerk need the most security.

b. Courthouse maintenance schedule

We currently have 52 heat pumps that we have been babying for years. They do have a process in place for maintenance of those pumps, however, sometimes they have to vary from that schedule because a heat pump will need maintenance that wasn't on the schedule at that time for

**AD HOC COMMITTEE
COUNTY BOARDROOM
TUESDAY, MAY 7, 2019
MINUTES
4:00 P.M.**

maintenance. So the schedule must be fluid as things are constantly changing. There is \$200,000 in the budget for this maintenance. There has never been a year since Sheriff Smith has been in office that the whole \$200,000 has not been used.

c. Courtroom updates

Not a lot has been done to the courtrooms. The carpeting and paneling in the small courtroom need to be addressed. However, the roof and the leaks need to be addressed before the carpet and paneling are addressed. In Courtroom 1, the sound panels get dirty. They shampoo them and vacuum them, but that process also wears down the sound proofing, so at some point they will need to be replaced. It was suggested that we create a budget and savings for remodeling.

The phones are part of the network system. We currently do not have a contract with Frontier. We have put off signing one so that we could include it in the RFP. There are issues that need to be resolved now, so we might have to address the phone system.

They are working on making the wireless system in the jail more secure.

We have discussed getting the Health Department getting on our server and a microwave hop verses fiber cable. The microwave hop would be about \$25,000 and would go from our tower, to the water tower, to the health department. We might need another jump if there are not enough pairs available. Heartland is currently working on a project that we might be able to jump on board for the fiber cables. The only problem is that project is 12-18 months out.

Annex 3 is waiting on grant for asbestos removal and demolition. Part of the Revolving Loan Grant is to stabilize the ground and use that area for additional parking till we build. The question is what would we do with the things stored there? The generator currently in annex 3 would be moved to the Health Department. It was suggested that we move probation into annex 1 & 2 (current probation and board room). There would be some cost of electrical wiring, data, phone system installation, partitions, etc. It was suggested that a call be placed to Lincoln or Widmer and have them draw out a plan as to what we need. Annex 4 – the S. Main building would be used then as a board room. There would be a little cost in moving furniture, installing audio system, etc. It was suggested that the board have a chambers to meet in for executive sessions so that the public does not have to go outside. When executive sessions are needed, the board members would move into another office, and the public would be allowed to stay in the board room. The voting machines in annex 3 could possibly be secured in annex 4.

It was suggested that the first floor break room be moved to allow the VAC to more space. Discussion on where to place the breakroom.

A visual was presented of a proposed new building being attached to the Courthouse. This will be discussed next month.

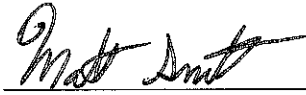
AD HOC COMMITTEE
COUNTY BOARDROOM
TUESDAY, MAY 7, 2019
MINUTES
4:00 P.M.

7. Adjournment

Motion to adjourn made by Hill, seconded by Cotton. *Motion passed.*

Meeting adjourned at 5:05 P.M.

Submitted by: Deb Breyman



Jason Spence, Chairman
Ad Hoc Committee