

INFORMATION TECHNOLOGY  
**COMMITTEE MEETING MINUTES**  
November 7, 2017

**Legislators Present:** Loretta Sullivan, Tracy Monell, Mike Roberts, Richard Huttleson and Martha Sauerbrey

**Meeting Date and Time:** November 7, 2017 at 10:32AM

**Staff Present:** Douglas Camin, Director of Information Technology and Communication Services, Denis McCann, Public Health, Rita Hollenbeck, Budget Officer, Sue Haskett, Public Health and Chris Silvestri.

A motion was made by Legislator Monell to accept last month's Committee Meeting minutes and seconded by Legislator Roberts.

**Budget Status:**

Mr. Camin stated that the budget is looking good. However, the negative showing is due to the PCard and will be taken care of.

**Status of Projects:**

- a. Fixed Assets:** Mr. Camin stated that Mary Hogan is waiting for the Audit report for 2016. We are almost to year end and if the fixed assets are uploaded they will not get depreciated correctly.
- b. Records Purging:** Chris Silvestri is working in the test mode of Tyler Content to learn how to do the purging. She needs to talk to Ed Barry about a report that will give her the purchase orders and dates, as this is needed for purging.
- c. Miscellaneous:**
  1. Fiber Optics Ring: The RFP was put out again because it did not include prevailing wage.
  2. Tax Software: the RFPs were opened on Monday, Nov. 6<sup>th</sup>. Allen Tunnel Corp. was awarded the bid. Mr. Camin stated that he had spoken to other Information Technology Directors that have this software. The software is good for shared

services, which the County will be looking at for the Municipalities.

3. Legislator Sullivan asked Mr. Camin to co-ordinate with the the Safety committee at HHS about the additional cameras and speakers that need to be added.

Meeting was adjourned at 11:17 AM

Respectfully Submitted  
By  
Christina M. Silvestri