

INFORMATION TECHNOLOGY  
**COMMITTEE MEETING MINUTES**  
February 6, 2018

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

**Meeting Date and Time:** February 6, 2018 at 10:50 AM

**Staff Present:** Douglas Camin, Director of Information Technology and Communication Services, Drew Griffin, Deputy Director of Information Technology and Communication Services, Sue Haskett, ISO and Lisa McCafferty Director of Public Health.

Legislator Roberts made a motion to accept last month's Committee Meeting minutes. Legislator Monell seconded the motion.

**1. Review of budget status and financial news:**

Mr. Camin stated that the budget is looking good.

**2. Shared Services discussion:**

- a. Mr. Camin presented a review of the savings potential for IT shared services. There will be direct cost savings for the towns and indirect savings for the County.
- b. Mr. Camin stated that the Town of Owego, Village of Waverly, Village of Owego and Town of Barton have the potential to provide the biggest cost savings for the municipalities.
- c. Mr. Camin informed the committee that the Town of Owego would be a fast timeline due to their current expansion project and how the IT services would be added in phases.
- d. Legislator Monell expressed concerns about the ability of ITCS to respond in a timely manner for trouble issues especially with phones.
- e. There was a discussion that well defined SLAs (service level agreements), and response priorities would need to be reviewed with any municipality coming under support of the County ITCS department.

- f. There was a discussion about the security benefits, for both the municipalities and the County, which would result from a shared services agreement.
- g. Mr. Camin is developing a questionnaire for the municipalities to provide better information of the potential impacts to the ITCS department including the potential number of end users that might need support. Mr. Camin stated that he should have a complete count for the Town of Owego by early March 2018.
- h. Mr. Camin verified that there was support from the committee to continue exploring the opportunity with the Town of Owego.

**3. Munis Projects:**

- a. Fixed assets inventory import - Mr. Camin stated that Mary Hogan is currently waiting for the Treasurer's Office to proceed with this project.

**4. Miscellaneous Tracking Items:**

- a. Fiber optic ring construction - Mr. Camin reported that the County fiber optics ring is completed. This project came in under budget.
- b. Southern Tier Network (STN) buildout in Tioga County is completed. Mr. Camin stated that ITCS is currently waiting on the completion of a connection to the Publics Works building using the STN fiber to improve service at that location.
- c. Tax software implementation – Mr. Camin reported that ATC (Allen Tunnel Corp.) tax software installation is complete and being used.

**5. Open Discussion:**

- a. Mr. Camin reported that Real Property has given notice to MRB about terminating our contract with them for tax mapping because we have a good field of candidates to fill the new position in GIS that will take over the tax map work.
- b. Mr. Camin meet with Emergency Services and the County ISO to review the draft Disaster Recovery Plan. It is anticipated that the DR

plan will be completed by the summer of 2018, with a tabletop test exercise by the end of 2018.

- c. Ms. Haskett reported on the progress of the COOP and the DR plan, highlighting the difference between them. Ms. Haskett also stated that she is working on a new set of training slides for new employees on County policy 43.

The meeting was adjourned at 11:50 AM.

Respectfully Submitted  
By Drew Griffin, Deputy Director ITCS