



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Jeffrey Dontz
VICE-CHAIRPERSON
Karen Goodman

Margaret Batzer
Mark Bergstrom
Pauline Jaquish
Gene Lagerquist
Richard Schmidt

CLERK
Jill Nowak
(231) 723-3331
CONTROLLER/ADMINISTRATOR
David A. Kieft, Jr.
(231) 398-3504

TECHNOLOGY/INFORMATION COMMITTEE MINUTES

Thursday, July 23, 2020
8:30 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Margaret Batzer, Mark Bergstrom and Richard Schmidt,
Chairperson

Members Absent: None

Others Present: Gordon McLellan, IT Contractor; Lisa Sagala, Interim County
Administrator/Controller; Bruce Schimke, Maintenance
Supervisor; Julie Schmeling, Administrative Secretary; Mike
Grady, Gracon Services, Inc.; Heather Vasquez, Equalization
Director; Undersheriff Brian Gutowski; and Jill M. Nowak, County
Clerk.

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

The County Board and its Committees are operating remotely and electronically by Zoom under Executive Order #2020-154 issued by Governor Gretchen Whitmer due to the COVID-19 pandemic.

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

FY 2020-21 BUDGET REQUEST, PRIORITY LIST/LAPTOPS

Technology Requests for 2021 (Appendix A) were submitted by Gordon McLellan, IT Contractor. These requests were reviewed as to what proposed projects would best serve the County and to prioritize them. COVID grants are available for laptops because they can be used for remote work. Some offices still need to have desktops for in office work. A reminder that desktops are still the gateway for laptops. Mike Grady, Gracon noted his experience in mobilizing the workforce. Mr. McLellan and Mr. Grady have been working together to set the framework for Manistee County to be ready for that situation if needed where critical data can be accessed from anywhere. A few servers for remote desktops called terminal servers would be needed. Accidental Drop Protection (ADP) would be needed as employees are mobile with their laptops. Laptops also wear out quicker than desktops (3 years vs 5 years). Docking stations are not recommended but rather USB hubs and added security such as VPN. Using notebooks can be an option with the use of additional devices for multiple monitor workstations. Servers can be monitored for time employees spend working on them. Whether to include laptops in the annual replacement rotation or just use COVID funds. It could be that the laptops could be used and then transition to workstations. Ms. Sagala noted that there is \$154,000 available in restricted funds that can be used for COVID expenses such as laptops or other equipment. Manistee County will be getting more money but more restrictive, i.e. Cares Act. Whereas the Revenue Sharing money is not restrictive. The second page of the IT Requests for Support and Services Contracts should be corrected to read \$183,600.

Projects on the list were discussed for priority. Item #1 replacing the virtualization Servers, \$90,00 was recognized as needed. Item #5 for security at 395 3rd Street was important because the office is a stand-alone office in the amount of \$11,000. This amount can be reduced to \$7,650 if Item #4 Network upgrade for 395 Third Street building is done, because then the Courthouse server can be used. But there wasn't discussion that Item #4 was priority. However, Mr. McLellan suggested that Rob Carson, County Planner could possibly apply for a Revenue Sharing Grant (item 4) for the fiber optic network upgrade to 395 3rd Street. Other important items were the were Item #6 replacement of the CCTV Server as this server is about five (5) years old and does not have backup for redundancy, \$14,000. Mr. McLellan recommends laptops for the majority of staff and to skip the computer rotation for one (1) year which would be a \$30,000 savings. It was wondered if we are just kicking the can down the road and the County will have to buy twice as many desktops the following year. Other funding may become available, but it is uncertain at this time and therefore cannot be put in the budget. Ms. Sagala noted that numerous grants have been applied for in the amount of approximately \$154,000. Mr. Grady reminded all that laptops are in short supply and the wait time is approximately 6/8 weeks to 10/12 weeks. Mr. Grady checks prices and supply and demand frequently. This discussion gives Ms. Sagala a good direction to take for technology needs.

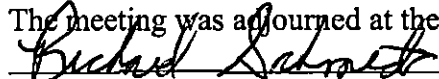
SCHEDULE TECHNOLOGY MEETINGS FOR THE REMAINDER OF 2020

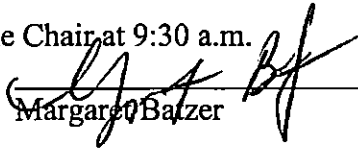
The next Technology meeting will be held on Friday, August 21, 2020 at 9 a.m. Thereafter, the Technology meeting will be held November 20, 2020 at 9 a.m. and as needed.

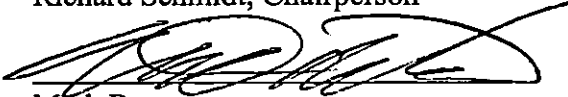
OTHER ITEMS FROM COMMITTEE MEMBERS

Julie Schmeling announced that the new County website will be live on August 11, 2020. Extensive training was done with staff from all departments. The website is manistecountymi.gov

The meeting was adjourned at the Call of the Chair at 9:30 a.m.


Richard Schmidt, Chairperson


Margaret Batzer


Mark Bergstrom

2021 IT Requests

\$164,200 730.000 Hardware projects / hardware

~~\$171,900~~ 831.xxx Support and service contracts

\$75,000 800.000 contracted IT services, Gordon McLellan, Gracon, etc

Proposed projects for 2019-20 fiscal year, in order of priority:

1. **Replace Virtualization Servers - \$90,000**
 - a. Two servers for Courthouse
 - b. Two servers for Sheriff
 - c. AMD EPYC Processor, 256GB of ram
 - d. Flash devices for Boot and Operating System
2. **Computer rotation replacements – \$30,000**
 - a. Dell or HP Desktop or Laptop
 - b. 23-24 Inch Full-HD LCD monitors for Desktops
 - c. External CD/DVD drive for approximately 50% of units
 - d. Basic case and wireless mouse for Laptops
3. **Tapes for disaster recovery archive – \$7,200**
 - a. LTO 8 tape media
 - b. 24 tapes, 12 for each site
4. **Network upgrade for 395 3rd St Building - \$12,000**
 - a. OS1 Single mode cable, directional bore across Maple
 - b. Upgrade to 48 port POE-switch, Increase patch panel capacity
 - c. Upgrade to wall mount switch cabinet, add UPS
 - d. Additional network drops for office spaces, printers, phones
 - e. If this project is funded, the camera project below could be reduced approx. 30%
5. **Stand alone camera system for 395 3rd St - \$11,000**
 - a. Indoor and outdoor cameras
 - b. Wiring and cabling expense
 - c. Stand-alone 4TB server
6. **Replace Courthouse CCTV Server - \$14,000**
 - a. One server for Courthouse
 - b. AMD EPYC Processor, 64GB Ram
 - c. 120TB hard disk space

revised
\$183,600

Continuing / Existing Support and Maintenance Contracts - \$171,900

- **831.000 Fiber Internet Service - \$11,000**
- **831.000 Microsoft EA - \$54,000 (Incl 911, board and public defender)**
- **831.000 Firewall and antivirus; - \$12,000**
- **Livescan Sheriff / Courthouse, incl Lein fee - \$12,200 (verify with Sheriff)**
- **831.001 Contracts – Courts (JIS/JMS) - \$47,000 (waiting for courts to verify)**
- **831.002 BS&A Accounting; \$12,000**
- **831.003 Deketo; \$4,500 Clerk**
- **831.003 Cherrylan; \$2,000 Clerk/Probate**
- **831.004 BS&A Treas / Equal; \$12,000**
- **831.000 Quest Rapid Recovery / Backups; \$5,200**

- **800.000 Contracted Services - \$75,000**
 - **Gordon McLellan**
 - **Gracon**

2020

APPENDIX B

January

S	M	T	W	T	F	S
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November

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December

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27	28	29	30	31			

print-a-calendar.com
Circled dates have Green Team scheduled at 8:30am.
Technology has followed at 9:30am in the past.