Monday   **11:00 am**   **August 22, 2016**

Board members present: Chair Obie O'Brien, Vice-Chair Paul Jewell, Commissioner Laura Osiadacz

Others: Jim Goeben, IT Director

Regular Meeting   **Commissioners**

Call to Order: 11:00 AM

Searching PDF and Network Files

Mr. Goeben told the board Commissioner O'Brien had expressed concern that PDF files in the email archive are not searchable. He explained only PDF files with a text layer are searchable, and performing optical character recognition (OCR) on PDF files would create a text layer; however, it isn't possible to OCR PDF files inside applications, e.g., the email archive, Outlook, and databases. He told the board he has purchased software which will perform OCR on PDFs stored on network file stores on an ongoing basis. File permissions will need to be altered and IT will keep the Management Team informed of the project. Mr. Goeben also told the board he purchased software to perform document searches on the network file stores. The total cost of purchases was $2,224 and will be covered by the IT budget.

Board direction: Approved to proceed as presented.

Professional Development Strategy

Mr. Goeben presented to the board the IT Professional Development Strategy, an outline of skills development for IT staff over the next 3 years.

Board direction: None.

Streaming Agenda Sessions to the Internet

Mr. Goeben presented the streaming agenda session and audio recording information to the board. He recommended the board and their staff view a demonstration by AV Capture All and plan for the project in the 2017 budget.

Board direction: Approved to coordinate a demonstration.

Technology Policy Updates

Mr. Goeben provided to the board the IT Committee's recommendation for updates to the county technology policies:
- 4.4.1 Passwords – to allow IT to share computer and service account administrative passwords

APPROVED
10/4/16

- 7.4.2 Updates and Patch Management –to specify IT will apply patches and updates to computer operating systems and software
- 7.4.5 Backups – to clarify backup procedures
- 7.4.10 Data Classifications – to remove IT's responsibility for data incorrectly categorized by employees

Board direction: The board approved the updates as presented.

Budget Amendment

Mr. Goeben requested the board authorize a budget transfer to add $6,225.66 to 1754203 Computer Communications. He explained that IT has been working on a dark fiber project for computer communication from the Ellensburg courthouse to the Cle Elum courthouse. This was expected to be completed in 2015 so the board requested no funds be budgeted for 2016 for the communications connection expected to be terminated. The project was delayed due to permitting processes and unexpended circumstances experienced by the project vendor. The project will be completed by the end of September 2016. The communications connection being terminated by the project has continued to be in service in 2016. IT has a position unfilled since December 2015. He requested a transfer of funds from 001-1751001 Salaries to cover the cost.

Board direction: The board approved transferring $6225.66 from 001-1751001 Salaries to 001-1754203 Computer Communications.

Computer Rotation Internal Services (CRIS) Fund

Mr. Goeben explained that the draft implementation plan for the CRIS fund proposed a fee schedule set by the type (desktop, laptop, and tablet) and category (standard, power, or special) of equipment, but that doesn't account for the large variance of cost for special equipment. Mr. Goeben proposed the fee structure be changed to actual cost plus a replacement factor (perhaps 12%, to be determined by the board at a later date) divided by the rotation schedule (4 or 6 years) would equal the annual fee.

$$\frac{Cost\ (\$) + Replacement\ factor\ (\%)}{Rotation\ Schedule\ (\#\ years)} = Annual\ fee$$

This will provide for calculating fees regardless of equipment cost.

Board direction: The board approved using a replacement factor plus equipment cost as presented to determine the annual fee.

Other business

Mr. Goeben updated the board:
- **Text Message Push about Emergencies to Management Team and Others**
  The Security Committee is considering recommendation options but did not meet in July. A recommendation should be available in September.
- **Streaming Media Bandwidth**
  Current policy reads "Streaming media for non-Kittitas County use or personal use is prohibited. Use of streaming audio or video e.g. online radio, Real Audio, YouTube, Hulu, and Windows Media Player is limited to business use only." Several employees appear to be streaming media for personal use. It is not an issue effecting business use at this time but could be in the future.

He recommended the Board approve setting a limit 1 GB per month after which IT will notify the employee and their department head/elected official. The board approved as presented and asked for detailed information.

- **Permit Software**
  The team has sent Eden and legacy data to Paladin. They have begun the data conversion and set up a training site for the county to explore.

Adjourned: 12:15 PM

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

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Jim Goeben, IT Director

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Obie O'Brien, Chairman