

LIVINGSTON COUNTY BOARD
INFORMATION & TECHNOLOGY COMMITTEE
MINUTES OF JANUARY 8th, 2013

Committee Chair Kathy Arbogast called the meeting to order at 4:00 p.m. in the committee room in the Livingston County Historic Courthouse.

Present: Arbogast, Allen, Cohlman (arrived at 4:30 p.m.), Gerwin, Ritter

Absent: Campbell, Yoder

Also Present: Marty Fannin, Mark Runyon, Carl Borngasser, Scott Koeppel, Alina Hartley,

Arbogast called for any additions or corrections to the agenda. Arbogast noted that she will call for public comment on any action items prior to the starting on the business portion of the agenda. *Motion by Gerwin, second by Ritter to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the November 8th, 2012 meeting. *Motion by Allend, second by Ritter to approve the minutes of the November 8th, 2012 meeting.* **MOTION CARRIED WITH ALL AYES.**

County Website Update – Koeppel reviewed the new recording system for the board and committee room with the Committee. Koeppel then reviewed updates to the county website with the Committee. The Committee recommended a suggestions page and email webmaster link be added to the front page of the website. Koeppel stated that posting a video recording of the board meeting to the website has been recommended. Koeppel stated that he had done some research and the recordings can be hosted on u-tube and linked to the county website. Koeppel displayed a sample of what the recording would look like. It was further suggested that the front page be updated possibly with a monthly newsletter from the chairman. Koeppel stated that the Sheriff would like to add additional information to his page. Koeppel reported that the health department will be putting their website into the county website.

Discussion took place regarding adding additional information on the county board members. Further discussion took place regarding a page for all appointments that the county approves. Hartley explained that there are a number of different boards, fire protection districts, drainage districts and other organizations that the board approves the appointments for. Hartley stated that a few years ago she had compiled all the information for the elections committee which included the name of the board, members appointed, term and statutory requirements. Hartley stated that the document was turned into the States Attorney's office for review prior to being distributed, but it had never been approved. Hartley stated that she has had the discussion with Seth Uphoff, but the document will need to be updated prior to being submitted once again for review. Hartley stated that it will take some time to update the document. Committee members felt that the chairman and members, at a minimum, should be posted as soon as possible.

Department Report – Koeppel stated that it was suggested that a TV be added to the entry way of the historic courthouse that will display agendas and other information for the public. Koeppel stated that there will be some items that will still need to be posted on paper displayed

on the boards, such as legal notices. Koeppel stated that he will be able to purchase the TV for around \$800 and use an old computer that can be accessed remotely for posting.

Koeppel reported that the main printer of the traffic side went out, so a replacement was ordered through CDWG. Koeppel stated that the replacement was paid from court automation funds. Koeppel stated that the new printer is working well. Koeppel further reported that the back up drive in the Circuit Clerk's office would not eject even though it was still backing up. Koeppel stated that after a few calls to HP and failed attempts to remove the tape and get the drive working a replacement was mailed out. Koeppel stated that he is still attempting to remove the tape, so he can return the broken drive.

Koeppel reported that all departments have moved back into the historic courthouse and the Coroner and VAC will be moving soon. Koeppel stated that both buildings are on the same phone system which allows departments to call each other without incurring any cost.

Motion by Gerwin, second by Ritter to adjourn. MOTION CARRIED WITH ALL AYES.
Meeting adjourned at 4:56 p.m..

Alina M. Hartley
Administrative Resource Specialist