

LIVINGSTON COUNTY BOARD  
INFORMATION & TECHNOLOGY COMMITTEE  
MINUTES OF FEBRUARY 5<sup>th</sup>, 2013

Committee Chair Kathy Arbogast called the meeting to order at 4:01 p.m. in the committee room in the Livingston County Historic Courthouse.

Present: Arbogast, Allen, Campbell, Cohlman, Gerwin, Yoder

Absent: Ritter

Also Present: Marty Fannin, Scott Koeppel, Alina Hartley, June Slagel

Arbogast called for any additions or corrections to the agenda. *Motion by Gerwin, second by Campbell to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the January 8<sup>th</sup>, 2013 meeting. *Motion by Allen, second by Gerwin to approve the minutes of the January 8<sup>th</sup>, 2013 meeting.* **MOTION CARRIED WITH ALL AYES.**

**County Website Update** – Koeppel reviewed updates to the county website with the Committee. Koeppel stated that they will be working on integrating the health department website into the county website. Koeppel reported that the final pictures for the courthouse renovation have been posted to the website. Hartley reviewed the various boards and agencies that the county board makes appointments to. Hartley stated that all boards that are considered agencies of the county have been added to the website if they were not already. Koeppel stated that the goal is to develop a page specifically for appointments for all the other boards, agencies and districts. Koeppel reviewed the new FOIA form that has been added to the website. Koeppel stated that he added a post regarding the FY 2013 budget to the front page in order to bring more attention to it. Koeppel reviewed a sample survey function that was developed as requested. Discussion took place. Consensus of the Committee was that any surveys posted to the website would need to be approved by the Committee prior to being posted.

**Department Report** – Koeppel reported that he installed three new PCs in the States Attorney's office over the past two weeks. Koeppel stated that the new SA needed to have his entire office upgraded to MS Office 2010. Koeppel reported that he also upgraded Terry Taylor's PC due to the increased usage after taking over more responsibility in the maintenance department.

Koeppel stated that WTI assisted him with the installation of the new Symantec backup appliance. Koeppel stated that we will now be able to backup all of the servers at the Law & Justice Center to the basement of the Courthouse. Koeppel stated that some servers are already online; others will be added as we move forward.

Koeppel reported that he assisted with the move of the VAC and Coroner's offices. Koeppel stated that he did have an issue with the phones not being received in time, but those offices have been connected over the free space optic to the Law & Justice Center. Koeppel stated that this will save the County money, because they will no longer need their own internet connection.

**Other Business** – Arbogast stated that she received an email from a board member that stated that all board members should be utilizing the county email system and not their personal email addresses. Hartley stated that board members need to be aware that all emails sent and received in a board members capacity as a board member are considered a public record, subject to the Freedom of Information Act, and must be retained. Hartley stated that board members are encouraged to use the county email system for their county business.

Koeppel reported that he will be resigning as of February 25<sup>th</sup>. Koeppel stated that he has accepted another position that will put him in more of a supervisory role and will enable him to go back to school to obtain his MBA. Committee members expressed their gratitude for Koeppel's service of the years and wished him well in his new position.

*Motion by Yoder, second by Cohlman to adjourn.* **MOTION CARRIED WITH ALL EYES.**  
Meeting adjourned at 4:55 p.m..

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Alina M. Hartley  
Administrative Resource Specialist