

**AD HOC COMMITTEE
COUNTY BOARDROOM
TUESDAY, FEBRUARY 5, 2019
AGENDA
4:00 P.M.**

1. Call to Order

2. Roll Call – Russ Cotton, Blake Parsons, Jason Spence, Richard Hill, Matt Smith, Deb Breyman

3. Approval of Minutes

4. Unfinished Business

5. New Business

- a. Nominations/appointment for Chairman, Vice-Chairman
- b. Space Issues
 - a. VAC
 - b. Probation
 - c. Highway
- c. IT
 - a. Proposal
 - b. Highway new computers
- d. Data - phone system

6. Adjournment

Woodford County IT Service:

Assigned responsibilities involving the management and direction of information systems, applications development, systems maintenance, computer operations and similar information technology functions and technical support. This includes supervising, directing, planning and organizing activities and information services operations to meet the various needs of the County, coordination with other Department Heads, Elected Officials and County Board to identify various requirements for computer operating systems, developing plans for the enhancement of current systems or development of new systems, overseeing and conducting activities in the completion of various projects and operations, preparing budgets to meet the County's need for information services, and similar activities which focus on broad issues related to requirements for computer services and operating systems

Plans, organizes and recommends activities of work involved in the design, development, operation and maintenance of computer operating systems and data processing functions; coordinates data processing and computer services activities with other Department Heads and Elected Officials as needed.

Consults with users to identify data processing requirements; implementation and development of new applications, databases or systems operations; makes recommendations on the purchase of new equipment or software.

Reviews output, project reports, systems documentation, service requests, and other information to evaluate systems performance, systems operations, requirements for new applications, and other requirements; works with Department Heads and Elected Officials to design and develop required systems.

Participates in long-range planning to evaluate costs, availability, alternatives and other factors.

Installs and tests software and hardware upgrades

Support multiple software and hardware systems throughout the organization

Participates in planning and designing appropriate technologies to meet the evolving needs of the County

Responsible for product development, database administration, and application support to support all users

Manages all information systems policies and documentation including backup strategies, user training materials, network maps, and security policies

Makes technology-related recommendations and decisions for hardware and software acquisition

Scope:

1. Overall Network Upkeep / Management

- a. Monitor Equipment Infrastructure
- b. Repair Network Issues
- c. Content Filtering
- d. Network Security (Virus, Spyware, Malware Protection)
- e. System Firmware / Software Update monitoring / installation
- f. Storage Monitoring
- g. Network Future Planning/Implementation
- h. Network Equipment / Software Budgeting
- i. Identifying network issues and providing solutions with cost proposal

2. VOIP Telephone system Maintenance / Management

- a. Monitor Telephone System
- b. Perform system maintenance
- c. Repair Telephone System Issues
- d. Update system Firmware / Software
- e. Telephone System Future Planning / Implementation
- f. Telephone System Budgeting

3. Managing Network / Telephone Ports

- a. Manage and Assign Network Ports
- b. Manage and Assign Telephone Only Ports
- c. Maintain all Network Cabling Port to Port, Port to Switch, Port to Equipment

4. Maintain / Manage all Wireless Access Points

- a. Maintain all Wireless Access Equipment
- b. Manage all Wireless Access Security
- c. Wireless Access Future Planning / Implementation
- d. Wireless Access Budgeting

5. Network User Equipment

- a. Manage all Network Attached User Equipment (Desktop Comp, Monitors, Printers, Other)
- b. Manage Computer Software / OS
- c. Develop / Implement User Equipment Replacement Schedule with Cost Analysis
- d. Generate Equipment Specifications for RFP / Purchase Proposal

6. General Network System Maintenance / Oversight

- a. Work Directly with 3rd Party Software Vendors on Service, Repair and Upgrade
- b. Work Directly with 3rd Party Hardware Vendors on Service, Repair and Upgrade
- c. Inspect and install all new IT/Telephone Related Equipment
- d. Manage all IT/Phone Cabling and Ports. Including the Installation and activation of any New Cable Runs or Ports
- e. Maintains and assigns IT network Related Access and IP/VLAN Designations.
- f. Manage all Network Domains
- g. Actively involved in the Operation, Maintenance, Installation, Update, Replacement, Design, Security and Backup of all County Network Infrastructure.

7. Network / Facility Security

- a. Maintain the required level of security clearance as indicated by the State of Illinois LEADS System Vender.
- b. Oversee and Implement as needed network protection from hacking or attack.
- c. Maintain an acceptable level of general security for all network equipment including network switches, servers and backup systems.
- d. Make recommendations on improvements for network security including associated costs.

8. Support, Disaster Recover, System Network Repairs

- a. Provide 1 hour Emergency service for critical Network/Telephone issue.
- b. Provide 24/7 365 Emergency on-site Service for Critical Network/Telephone Issues
- c. Provide 1 hour Emergency Disaster Recovery Efforts and Mitigation
- d. Provide 24/7 365 on-site Emergency Disaster Recovery Service

Critical Network / Telephone operations and infrastructure would include offices that have life/safety responsibilities on a 24 hour 365 schedule.

Sheriff's Office General
Sheriff's Office Corrections
ETSB / 911 PSAP
Emergency Management

Overview:

1. Network / Telephone System Management, Updating & Repairs/Maintenance
2. Network / Telephone System Future Planning
3. Network / Telephone System Budget
4. Network / Telephone System Project Involvement
5. Network / Telephone System Security
6. Interaction with software / hardware 3rd party vendors
7. Network / Telephone System Issue Resolution
8. Network / Telephone System Emergency Response Dial In
9. Network / Telephone System Emergency Response On Site
10. Manage all 3rd party Network / Software Vendors
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.