

**AD HOC COMMITTEE
COUNTY BOARDROOM
TUESDAY, APRIL 2, 2019
MINUTES
4:00 P.M.**

1. Call to Order

2. Roll Call – Jason Spence (ch), Matt Smith (v-ch), Russ Cotton, Blake Parsons, Richard Hill, Deb Breyman all present. Also present are Board Chairman John Krug, Hillary Aggertt, Dennis Tipsword, Lynne Gilbert, Matt Noar, and Melissa Andrews.

3. Public Input

4. Approval of Minutes

a. Approval of February 5, 2019 meeting minutes

Motion to approve February 5, 2019 minutes made by Cotton, seconded by Smith. Mr. Hill abstained. *Motion passed.*

5. Unfinished Business

a) Discussion and approval of IT - RFP

Sheriff Smith reported that he put out a questionnaire to the three IT providers (Wendlin, Zimmerman, Viscon) we currently have asking for information about the systems they service so he can write an RFP. Only one provider responded and gave very little information. At this point, he cannot put out an RFP without knowing what we have. Discussion on hiring a third party to come in and do a network discovery. We need to have two servers – one for the Circuit Clerk and one for the rest of the County. The second server needs to provide service for the Highway, EMA and Health Department. We also need one person to oversee IT. Problems arise when different IT techs are servicing different offices – EMA had someone come in and service their phones, and what they did affected 911. An IT provider asked the Sheriff to run cable from the Probation building to the Courthouse. The Sheriff does not have anyone available to do this, nor should his department be doing this. The goal is to get an RFP written so we can get an IT person who can do this kind of work. It was questioned if there is a company that can come in and do a network discovery so we can get an RFP written. It was suggested to hire Heart Technology to come look at our system and tell us what we have, how it is set up, and the deficiencies we have. It was asked if Heart Technologies does the network evaluation, are we under any obligation to hire them then as our IT provider, and the answer was no. Motion to hire Heart Technologies to do a network discovery at a cost not to exceed \$6,000 made by Parsons, seconded by Cotton. *Motion passed.*

The Sheriff is still looking into microwave options to connect the Health Department to the Courthouse. Our tower is not tall enough, so we would have to hop from Courthouse to Eureka tower to the Health Department. Sheriff will have price of doing this at the next meeting. Discussion on running the fiber cable to the Courthouse. The tube is full as none of the old equipment that is no longer in use has ever been taken out. Need someone to look at cleaning the tube out. Right now there is no room to install two cables. The switch that was just installed in Probation is almost full. Our IT person needs to look to the future and predict what our needs will be.

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It was asked if microwaving signal to the Health Department will be secure. Ms. Aggertt will check into that. It was also stated that whomever we hire will want to do their own network discovery.

b) Storage

This is an issue county wide. The Circuit Clerk rents space for document storage down on Bullock Street which is paid for out of fines collected. The storage area under probation is a mess. Much of that storage may be able to be destroyed, but it needs to be gone through. It was asked about Annex 3 and where we are with the grant process to remove the asbestos. We have been contacted by the grant manager, and he will advise us as we move forward.

6. New Business

a. Discussion on email service

Ms. Breyman reported on the email system. We were given an ultimatum from our email provider. We had to let them know by the middle of March if we were going to stay with them, or our email service would end the first of April. They would no longer service our account at the price we were currently paying (\$224.95 a month) and would increase our monthly payment to \$765 a month, and they wanted a six month commitment from us. With the increase in price they would move our account over to a better server that would eliminate all our problems. Mr. Logan and Ms. Breyman discussed it, and felt that there was no way to vet an email provider and get a new email system installed within a months' time. We would stay with the current email provider for the 6 months, pay the increase, and within the next few months, vet a new email provider and get switched over. So, within the next six months, this committee needs to find a new email provider.

b. Long term building study

Probation has outgrown its area, the VA needs space, the Health Department is off campus – everyone needs space. We need to look at where we go in the next 5 years. It was asked if we need to demolish the current board room/probation building and build new. With the county taking over the street in front of the board room/probation building, we can reconfigure the parking lot and build into the street if need be. The city is hoping to build a new city building and the county would have first refusal of the current city building. A member has also been approached about possibly purchasing the old Roanoke Concrete building and the Eureka Professional Building. It was suggested that we don't need to purchase more building until we figure out what we are doing with the space at the Health Department building and Annex 3. Discussion on the rolling file cabinets for possible installation in annex 3 for the Circuit Clerk to use. There is limited space in annex 3, and not enough square footage to move the Circuit Clerk to that building. It was suggested to move the board room to the Health Department building and expand the current board room for probation and the VA. If this is the route we are going to take, it involves not just moving furniture, but install walls, moving the audio system to the health building, etc. This needs to be budgeted for. Ms. Aggertt stated that there are lots of grant possibilities out there for the health department to expand, but she needs to know what space she has before she can apply for the grants. Also who is responsible for upgrading the

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building if the health department gets more space? It was decided that this topic would be taken to the full board to decide what direction the county wants the health department to go.

c. Courthouse maintenance schedule

This item will be discussed next month

d. Courtroom updates


This item will be discussed next month.

7. Adjournment

Motion to adjourn made by Hill, seconded by Cotton. *Motion passed.*

Meeting adjourned at 5:20 PM.

Submitted by: Deb Breyman


Jason Spence, Chairman
Ad Hoc Committee