

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, December 20, 2016**

A work session of the Cochise County Board of Supervisors was held on Tuesday, December 20, 2016 at 3:00 p.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Richard R. Searle, Chairman; Patrick G. Call, Vice-Chairman; Ann English, Member

Staff Present: James E. Vlahovich, County Administrator
Edward T. Gilligan, Deputy County Administrator
Kim Lemons, Assistant to the Clerk of the Board
Nike Noack, Financial Services Manager
David Raber, IT Director
Lynette Nowlan, Finance Director
Ruben Miranda, Fleet Services Director
Julie Morales, Human Resources Director
Terry Hudson, Procurement Director
Joe Casey, Chief Technology Officer

Chairman Searle called the meeting to order at 3:00 p.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

INTRODUCTIONS

ITEMS FOR DISCUSSION

Information Technology

1. Discussion and possible direction regarding the Financial and Technological Services Division.

Mr. Vlahovich stated that at the last Board Retreat the Supervisors had requested a report from the IT Department on current issues, projects and possible areas for direction.

Mr. Raber started by going over the changes in the IT Department since he started one year ago and the agenda for today's work session.

Using a PowerPoint Presentation, Mr. Raber showed the current and proposed organization chart for the IT Department, and summarized the advantages and costs of the new version.

The proposed chart adds four additional full-time employee (FTE) positions at an anticipated cost of \$362,000 plus Employee Related Expenses. Those anticipated additional funds and positions will be pursued in the FY18 Budget process beginning this Spring. County Administration supports the recommendations and the Board was in agreement with the proposed organization structure.

Mr. Raber continued with a review of current and future projects -

Current:

- TROCS programming
- Update and create policies and procedures
 - Equipment Refresh
 - Data / Email Retention
 - Computer Use
 - Wireless Use policy
 - Mobile Device Policy
 - Information Assurance (IA)
- Security Improvements
 - Active Directory Upgrade
 - Server Operating System upgrades (Microsoft server 2003 has reached end of support)
- Backup system upgrade (consolidated system)
- Network Attached Storage upgrade (consolidated system)
- Audit logging software implementation
- GIS Cloud pilot test
- Microwave backbone upgrade
- Mule Mountain Tower upgrade
- SEACOM implementation
- Web Site updates
- Fire Alarm Monitoring system implementation
- SolarWinds Configuration Manager implementation
- Office 365 Review and begin implementation (if approved)

Future:

- TROCS implementation
- Office 365 (if approved) or Microsoft suite upgrade
- Desktop Upgrades to Windows 10
- GIS move to cloud
 - Depending on how pilot test goes
- OnBase
- New World
- WENS
- Continue to update policies and procedures
- IT team development and training

Next, Mr. Raber outlined the pros and cons of moving the County to Microsoft Office 365 versus upgrading to Office 2016, at a cost of \$200,000 more over a five year cycle than the traditional Office upgrade approach. However, Office 365 also included a number of more intangible benefits including Skype for Business, enhanced security, One Drive business storage and instant messaging. County Administration and the Board supported the migration to Office 365 and asked for a work plan, including timeframe for training and implementation before the item is brought to the Board for approval. It is anticipated the full migration will span over the fiscal years 2017 and 2018.

Mr. Raber turned the work session over to Ms. Lynette Nowlan.

Ms. Nowlan began by discussing the background of Finance Manager Project. She continued with the benefits, proposed roles and recommendation to proceed with creating a Finance Manager under each Administrator with a dotted line reporting assignment to Nike Noack in the Finance Division. The recommendation also included the suggestion that Internal Services (Facilities and Fleet) and Professional Services (IT, Finance, Procurement, HR, Board of Supervisors and Elections) be the areas to pilot the first Finance Manager positions. Ms. Nowlan stated the vision for the Finance Department based on Communication, Fact Based Reporting and Recommendations, Efficient and Effective procedures, Timely Processing of all Transactions and Responding to Customer Inquiries.

Ms. Nowlan outlined the current and proposed structure of the Finance Department and Major Initiatives: Re-organization; Finance Manager; Process Reviews – Accounts Payable, Payroll; Policies/Procedures – Budget, Food, Travel, and Grants.

Mr. Terry Hudson outlined the Procurement Department Initiatives: Staffing/Filling Vacancies; Credit Cards; Copier Utilization and Costs – contract renewal; Updating Procurement Policy to incorporate new Federal Regulations; and use of Digital Signatures.

In closing, Mr. Raber pointed out opportunities for partnerships with other local governments in Cochise County: Procurement Support for Cochise College; IT Desktop Support for Benson; Partner with City of Sierra Vista and Douglas for alternate internet connections; Training for other local government staff; Hiring Interns from Cochise College; and Arizona Public Media.

Vice-Chairman Call brought up other potential partnership possibilities for staff to research and bring back for further discussion.

The Board thanked everyone for the update.

Chairman Searle adjourned the meeting at 4:18 p.m.

APPROVED:

Richard R. Searle, Chairman

ATTEST:

Kim Lemons, Assistant to the Clerk of the Board