

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, January 24, 2017**

A work session of the Cochise County Board of Supervisors was held on Tuesday, January 24, 2017 at 11:00 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Ann English, Chairman; Patrick G. Call, Vice-Chairman; Peggy Judd, Member

Staff Present: James E. Vlahovich, County Administrator
Edward T. Gilligan, Deputy County Administrator
Britt Hanson, Chief Civil Deputy County Attorney
Arlethe G. Rios, Clerk of the Board

Attendees: Brian McIntyre, County Attorney
David Stevens, County Recorder
Karen Riggs, Community Development Administrator
David Raber, Information Technology Director
Joe Casey, Chief Technology Officer, Information Technology
Ruben Miranda, Internal Services Administrator
Anita Baca, Housing Director
Kenny Reeves, Administrative Manager, Attorney's Office
Martha Rodriguez, Interim Elections Director
Candece Hardt, Systems Analyst, Treasurer's Office
Larry Scritchfield, Systems Librarian, Library District
Amy Hunley, Indigent Defense Coordinator
Paul Esparza, Planning & Zoning Director
Lynette Nowlan, Finance Director
Nike Noack, Budget Manager, Finance Department
Ray Falkenberg, Health & Social Services Deputy Director
Catherine Barney, Paralegal, Attorney's Office
Tom Moen, Cloud Architect, Microsoft
Anastasia Foster, Account Executive, Microsoft

Chairman English called the meeting to order at 11:00 a.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 Microsoft Office 365 system.

Mr. Raber introduced the Microsoft team and said they would be presenting the Office 365 program.

Mr. Tom Moen, Microsoft Representative, said that technology is fast changing and Office 365 assists businesses and governments with daily task such as: tracking public records requests; data available on different types of devices; security; ransom ware solutions; and monitoring/controlling/securing data. He noted that security is the number one priority.

He moved on to data sharing and said that cloud base services are cost effective. He discussed how the program could be used to make administrative duties more efficient and streamline work processes.

Mr. Casey said that email encryption is included in the program.

Mr. Hanson asked about electronic storage and filing capabilities.

Ms. Riggs asked if the records management could be bridged back to the County's OnBase program.

Mr. Moen said that Office 365 already partners with OnBase, so bridging would not be an issue. He said that storage and filing could be done on the cloud to ensure plenty of space.

Vice-Chairman Call asked for the cost and any associated increases.

Mr. Casey said that the cost would be \$160,000 for a three year period.

Vice-Chairman Call asked how the County would integrate this system for all employees.

Mr. Moen said that the current systems were going be in use until the transition plan was complete. He explained a transition plan that would be used to ensure continued productivity, while enhancing efficiency.

Mr. Vlahovich explained that over a five year period the new program would cost \$200,000 less than what the County would be paying for current services.

Mr. Stevens asked if current documents would be converted to the current version of the programs in Office.

Mr. Moen said that everything would be converted, as well as stored in a records center.

Mr. Reeves noted that the State had reported problems with Office 365 opening up previous versions of documents in excel.

Mr. Casey said that a lag may have occurred if Office 365 was not installed directly on the machine and noted that the program would be directly installed in all County machines.

Mr. Moen said that all implementation of new upgrades would be done incrementally to avoid any issues with different versions of documents.

Chairman English asked that any other questions or concerns be sent directly to Mr. Casey in order for staff to address them.

Mr. Casey noted that the implementation of Office 365 would not affect the New World software.

Ms. Hardt asked about keys required to access programs already in place, which would not be effective for the processes in the Treasurer's Office. She also asked about issues with technical support not being responsive.

Mr. Casey said that access keys are an internal control so there should not be any issues.

Mr. Moen explained that technical support would begin with the County's Information Technology Department and that department would have access to Tier 3 support from Microsoft.

Mr. Miranda asked if other government entities had been surveyed.

Mr. Casey said that other government entities had been surveyed and they only had positive feedback.

The Board thanked the Microsoft Team for their presentation and directed staff to address internal concerns and move forward.

Chairman English adjourned the meeting at 12:09 p.m.

APPROVED:

Ann English, Chairman

ATTEST:

Arlthe G. Rios, Clerk of the Board