

THE CHARTER TOWNSHIP OF OSHTEMO
IT Committee Special Meeting
September 22, 2017
3:00 PM

The Oshtemo Township Board IT Committee Special Meeting was held at the Township Hall. Trustee Zak Ford called the meeting to order at approximately 3:00 PM.

PRESENT:

Supervisor Libby Heiny Cogswell
Clerk Dusty Farmer
Treasurer Nancy Culp
Trustee Deb Everett
Trustee Zak Ford
Trustee Dave Bushouse

Also present were IT Committee members Matt Tomczak, Jon Gibson, Mark Barnes, Eric Burghardt, Greg McComb, Fred Antosz, Ben Clark, Marc Elliott, and Grant Taylor.

Public Comment on Non-Agenda Items

No public comment.

Discussion of Township IT

A. Fire Department Software Proposal

Chief Barnes presented the proposal to migrate from the current Firehouse software to the new Emergency Reporting software so that the department can stay in compliance with medical reporting.

Motion by Culp, second by Farmer to amend the 2017 capital budget to include \$8,375 for installation and licensing of the new reporting software. Motion carried 6-0 with one absence.

B. 2018 IT Budget & Five Year CIP

The committee discussed the rotating schedule for hardware replacements within the Township. Trustee Ford requested an updated inventory list from Treasurer Culp, IT Director, and IT Consultant Jon Gibson, to be shared at the next meeting.

Clerk Farmer presented information regarding a possible website update due to the current web host and support service going out of business. She shared a memo from Attorney Porter regarding the need to include ADA requirements with a website update. Quotes will be shared at the next IT Committee meeting.

Clerk Farmer shared quotes from vendors for a replacement central copy machine. The committee requested more information which will be shared at the next IT Committee meeting.

Clerk Farmer shared a memo recommending the purchase of tablets for use by Board members to view packets for meetings. She will work with IT Consultant Jon Gibson and

bring back a recommendation for specific tablets and a use policy recommendation at the next IT Committee meeting.

C. Social Media Subcommittee

Trustee Ford reported that they have gathered sample policies and hope to bring a recommendation back to the committee at the next meeting.

D. Records Retention Subcommittee

Clerk Farmer reported that the next meeting is October 9 and the committee will be discussing internal workflow and repositories for records.

Public Comment

No public comment.

Trustee Zak Ford adjourned the IT Committee Special Meeting at approximately 4:45 PM.

Prepared by: Dusty Farmer
Township Clerk