

MINUTES
Thursday, March 12, 2020

**TECHNOLOGY SERVICES
COMMITTEE**

*Door County Government Center
Chambers Room (C102), 1st Floor
421 Nebraska Street, Sturgeon Bay, WI*

TS Committee - Oversight for Technology Services and Register of Deeds

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Call Meeting to Order

Vice Chairman Koch called the Thursday, March 12, 2020 meeting of the Technology Services Committee to order at 3:00 p.m. at the Door County Government Center.

Establish a Quorum

Members present: Linda Wait, Roy Englebert, Jon Koch, Richard Virlee, David Englebert, and Alexis Heim Peter. David Enigl was excused.

Others present: TS Director Jason Rouer, ROD Carey Petersilka, Finance Director Steve Wipperfurth, County Clerk Jill Lau, and public.

Properly Noticed/Adopt Agenda

Motion by Virlee, seconded by D. Englebert to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of the February 13, 2020 Technology Services Committee Meeting

Motion by Wait, seconded by R. Englebert to approve the minutes of the February 13, 2020 meeting. Motion carried by unanimous voice vote.

Public Comment

No one from the public commented.

Correspondence

No correspondence was presented.

Register of Deeds

Operations / Project(s) / Update(s)

Recorded Documents/Vital Records Report

Register of Deeds Petersilka reviewed the information included in the meeting packet.

Technology Services

Department Responsibilities/Summary

Wisconsin Legislative Ransomware Article

Information included in the meeting packet was reviewed. TS Director Rouer reviewed the main concerns we face in the County. With back-ups of back-ups Rouer believes the County would be able to be up and running in a reasonable timeframe should our systems be compromised.

Mail Retention-Archiving Solution

Information was included in the meeting packet and was reviewed. It is a requirement of the county to retain communications for 7 years. The County has been notified by our current provider that they will no longer service our current product. This notification was received after the 2020 budget was completed. Our current retention-archiving solution will support us until we find a new company. TS staff researched several options. Staff recommends Barracuda Message Archiver in the appliance version. This will require a transfer from the General Contingency Account. Estimated costs are \$32,500 for a 7-year contract payable upfront. Concerns were expressed regarding paying a 7-year contract upfront.

Motion by D. Englebert, seconded by R. Englebert to recommend a 7-year contract with Heartland Business Systems for Barracuda Message Archiver in the appliance version at a cost of \$32,509.68 as recommended by TS Director Rouer. Motion carried by unanimous voice vote.

**Planned Projects – in Addition to Already Reported
Projects Requiring Unplanned TS Time**

The plan and unplanned project information included in the meeting packet was reviewed.

Planned Project Roll-Out Schedule(s)

Deferred to the next committee meeting.

Door County Government Security – Cyber and Physical

TS Director Rouer explained that the TS Department handles the FOB system which is the physical security. The County has a security team that consists of the Sheriff, TS Director, Facilities Director, Administrator, Corporation Counsel, ES Director, and HR Director. HR and Department Heads determine who receives FOB access to the FOB system. No security policy exists as of today. No oversight committee related to security exists. Currently the county uses a Knox Box for emergency personnel to gain access to the buildings. Discussion regarding physical security which rolls over to cyber security. Vice Chairman Koch will discuss security with Chairman Enigl to determine next steps.

Review Vouchers, Claims and Bills

Reviewed.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

Nothing as of this meeting.

Next TS Committee Meeting Date

At call of Chair – 3:00 p.m.

Meeting Per Diem Code

312.

Adjourn

Motion by Wait, seconded by D. Englebert to adjourn. Time 4:40 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk