



MEMORANDUM

TO: Board of Supervisors
FROM: Walter T. Banks, IT Director
DATE: December 4, 2013

RE: Board of Supervisors Information Technology Committee Report

The Board of Supervisors Information Technology Committee met on Wednesday, December 4, 2013 at 8:15 A.M., in the First Floor Conference Room, County Administration Building 107 North Kent Street, Winchester, Virginia. Present were Gary Lofton, Chairman, Charles S. DeHaven, Jr., Quaiser Absar, and Todd Robertson. Committee members absent were: Bob Wells and Brian Madagan. Others Present included: Andrew Robbins, Commonwealth's Attorney's Office; Cheryl Shiffler, Finance Director; Sharon Kibler, Assistant Finance Director; Walter Banks, IT Director; Kris Tierney, Assistant County Administrator; Patrick Fly, GIS Manager; and Alisa Scott, Administrative Assistant.

The committee submits the following:

*****Items Requiring Board Action*****

None

*****Items NOT Requiring Board Action*****

- 1. Recommendation to forward to the Finance Committee a request for supplemental appropriation for the purchase of Software Unlimited case management system for the Commonwealth Attorney's Office in the amount of \$140,000.00, with a portion of the funds (\$40,000) to increase host and storage to expand current environment.**

The software is part of a state-wide replacement due to the current software, VCAIS no longer offering support potentially resulting in loss of all data and functionality. Through the Commonwealth's Attorney's Services Counsel (CASC), over 35 offices have banded together and joined Prince Edward county in submitting an RFP.

The winning vendor is Software Unlimited offering significant savings to offices that purchase their programming packages through the CASC consortium.

The vendor and pricing have been reviewed by Mr. Banks and met with approval alongside two recommendations. The first recommendation is that the Premium Document Package be purchased in order to allow a paperless office and access to all files everywhere, including the courtroom. The second recommendation is that additional hardware be purchased in order to provide adequate data storage.

Mr. DeHaven stated he would recommend this request be forwarded to the Finance Committee for purchase this fiscal year, if the quote expires before the end of the fiscal year, which would result in the County not being able to take advantage of the \$13,000 discount. However, if the quote can be extended into the next fiscal, he would prefer this item be included as part of next year's budget.

Upon a motion by Mr. DeHaven, seconded by Mr. Robertson, the Committee unanimously recommended the Finance Committee approve a General Fund supplemental appropriation in the amount of \$140,000.00, with funds to be taken from unreserved fund balance, (**See Attachment**).

2. IT Director provides a list of computers with XP operating systems that are in need of replacement due to Microsoft no longer offering support and subsequently resulting in a high security risk to the network.

The windows XP operating system will be discontinued as of Aril 2014. The committee agreed that the list should be refined to include strictly needed computers, broken out by department, in order of importance. The committee requested a justification from each department as to the amount/ type of computers needed for operations. Each department head should write a qualifying statement. This list will be reviewed prior to the January 8, 2014 BOS IT Committee meeting and at that time the BOS IT Committee will forward a recommendation to the Finance Committee with supporting quotes.

Respectfully Submitted,

Gary A. Lofton, Chairman
Charles Dehaven, Jr.
Quaiser Absar
Todd Robertson

By:



Walter T. Banks IT Director