

Commissioner Minutes

April 4, 2024 – 10:32 a.m. to 11:50 a.m.

MEETING WITH THE IT DIRECTOR FOR AN UPDATE AND DISCUSSION

Commissioners Leslie Van Beek and Zach Brooks

IT Director Steve Higgins

Assistant IT Director Eric Jensen

Operations Manager Jairo Rodriguez

Project Manager Shawn Adamson

IT Business Analyst Aaron Lasley

Development Manager Steve Webb

COO Greg Rast

Deputy Clerk Jenen Ross_____

MEETING WITH THE IT DIRECTOR FOR AN UPDATE AND DISCUSSION

The Board met today at 10:32 a.m. with the IT Director for an update and discussion. Present were: Commissioners Leslie Van Beek and Zach Brooks, IT Director Steve Higgins, Assistant IT Director Eric Jensen, Operations Manager Jairo Rodriguez (left at 11:12 a.m.), Project Manager Shawn Adamson (left at 11:12 a.m.), IT Business Analyst Aaron Lasley (left at 11:12 a.m.), Development Manager Steve Webb (left at 11:12 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross.

Director Higgins gave a PowerPoint presentation which reviewed the following areas:

- 2023 Processed email
- 2023 County-wide printer click counts
- 2023 Print shop printer click counts
- 2023 Service desk tickets
- 2023 Email count
- 2022-2023 Website comparison
- 2023 Project report – at the request of Mr. Rast, Director Higgins spoke about the top 5 projects
- 2022-2023 Weekly project hours
- Year-over-year project hours w/graph representations

As part of his 6-month assessment being the IT Director, Mr. Higgins reviewed the items that are high-visibility for his department as follows:

- Microsoft Enterprise upgrade
 - Microsoft 365
 - Microsoft Windows 11
- DR Plan/Resiliency in CC ecosystem

- Procurement process
 - The Board expressed their frustration with IT purchase circumventing the IT department and how they feel the department needs to be involved in all IT procurements.

A request was made to go into Executive Session as follows:

EXECUTIVE SESSION – PERSONNEL MATTERS AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Van Beek made a motion to go into Executive Session at 11:12 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. Commissioner Brooks took a roll call vote where he along with Commissioner Van Beek voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Zach Brooks and Leslie Van Beek, IT Director Steve Higgins, Assistant IT Director Eric Jensen, and COO Greg Rast. The Executive Session concluded at 11:50 a.m. with no decision being called for in open session.

Commissioner Van Beek moved to adjourn the meeting at 11:50 a.m. An audio recording is on file in the Commissioners' Office.