

**Minutes of Special Meeting  
Information Technology  
February 1, 2019  
11:00 a.m.**

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Information Technology (IT) Director James Martin, IT Network Administrator Grant Kinsey and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**Information Technology Department Overview (Discussion)**

Information Technology (IT) Director James Martin presented an overview of his department to the Commissioners, including a chart of IT's Capital Planning projections through 2029. He described the major software systems his department supports: Tax & Assessment, Spillman Law Enforcement and the Financial/ Human Resources system. He listed his staff by name and explained which of the County's systems each one supported.

Mr. Martin reminded the Commissioners that there was a computer use policy in the personnel policy manual that all employees are required to sign and included rules for employee computer use, email etiquette and password security.

Mr. Martin told the Commissioners that a new website had been put in place September of 2018 and explained its major features.

IT Network Administrator Grant Kinsey described the four aspects of the system's infrastructure: the Network, including switching, routing, WiFi, VPN, identity, Metro-Fiber and phones; Security, including firewalls, anti-virus, passwords and surveillance; Storage, including SAN, NAS, backups and the cloud; and Computer Hardware, including servers, pc's, virtualization, email, MS Office and printing. He explained that Kootenai County had made investments over the past several years in creating its own Metro-Fiber network that saved the County money and increased system efficiency.

Mr. Kinsey also spent some time explaining the security philosophy of his department. He stated that the firewall was a current generation product and in very good shape. He predicted the County would have to purchase a new anti-virus/endpoint service in the coming year. He said they were exploring several different candidates for that right now.

Mr. Kinsey described the current computer replacement schedule, in which pc's are replaced on a rotating basis every four years. He also gave details of the different projects accomplished in 2018 and those planned for 2019 as listed in the 10-Year Capital Plan.

**D. Public Comment (Discussion):** This section is reserved for citizens wishing to address the Board regarding a County-related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There was no public comment.

**E. Adjournment (Action):** Chair Pro Tem Duncan adjourned the meeting at 11:35 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: \_\_\_\_\_

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Tina Ginorio, Deputy Clerk