

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 23, 2014 9:30AM
Administration Building
33 West Street, Keene, NH

PRESENT: Commissioners Pratt, Zerba, (Commissioner Rogers absence with notice)

STAFF: County Administrator Wozmak, Director of Finance Trombly, IT Director Hummel, and Assistant County Administrator (ACA) Bouchard.

At 10:04AM – Commissioner Pratt opened the meeting and recognized Administrator Wozmak who provided the weekly operations review:

- Administrator Wozmak discussed the NH Association of Counties pending changes for the certification of Correctional Officers and a discussion of the history of the Correctional Officers inclusion in the Group II retirement system began. (All County Corrections Officer must be receive certification before they can join the Group II retirement plan). Wozmak stated that the NH State Police Standards and Training Council oversees the curriculum for certification and the NH Association of Counties is the certifying body for all County Correctional Officers. (The State Prison Correctional Officers are trained and certified by the Police Standard and Training Council).

Under consideration at the NHAC level are changes to how Counties now provide local training at lower costs than what can be obtained from the Corrections Academy in Concord and the certification process that is a requirement for joining the Group II retirement plan.

- Wozmak then said that under consideration for development is a County-wide position that would be charged with managing the large number of volunteers at the Nursing Home, Department of Corrections, and other County facilities. A general job description has been drafted and will be reviewed and discussed in the coming months.
- Wozmak then discussed the progress of the Maplewood Task Force and the report to the Delegation that needs to occur in the next few months. It was determined that a further detailed analysis may be needed before a recommendation can be moved forward to the County Delegation and that the Task Force report needed to be drafted as soon as practicable.
- Administrator Wozmak then presented a legal issue with a County vendor that needs to be addressed. Following an extended discussion it was agreed that a letter would be sent that outlines the contravention of the existing contract with County and that a follow-up with the vendor would then take place.

The Commissioners then reviewed the Master Item list and no changes were made.

The Weekly Census was reviewed and a large increase in federal inmate holds was discussed.

The Commissioners reviewed the manifest and **Commissioner Zerba moved to accept the manifest as presented and the motion was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

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The Commissioners then reviewed the minutes of April 16, 2014 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.

The Commissioners meeting schedule was then reviewed and ACA Bouchard discussed the meeting dates that were changed to accommodate the Employee Recognition day coming up in May. It was learned that a number of senior staff will be at the Annual Primex meeting on Wednesday May 21st and a request to cancel the May 21st Commissioners Meeting and move the semi-annual Department of Corrections tour to May 28th was made. Following discussion the request was approved and an updated calendar will be distributed.

Master Item #47: *To discuss the 2014 budgeted study for the rehab of Maplewood Nursing Home and to prepare and release an RFP for said study* was then discussed. After further discussion that was continued from last week's meeting it was determined that the best course of action was to table this item until the completion of the Task Force report.

At 11:30AM County IT Director Hummel was recognized for the purpose of presenting his Quarterly Report to Commissioners.

Department of Information Technology
Quarterly Status Report

Listed here are the highlights of our current major activities and projects in the most recent quarter.

Staffing

Will Lucas joined the IT Department on March 18 as a PC Specialist. Will is completing his AS degree in IT with a concentration in networking. He has already taken on some major initiatives in the department and is helping us manage our workload.

Overview & Security

In April, a major flaw was discovered in a public Internet encryption technique for websites. The "Heart Bleed" bug allows hackers to pull confidential information from websites without being detected.

This bug does not affect any information that is internal to our network and our data was never at risk. IT checked the major websites used by Cheshire County for the problem and found all but one to be secure. The Swansons.net site, used by the HOC, was found to be vulnerable. HOC was notified and we will continue to monitor the situation.

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Our Internet access policies continue to be effective in reducing our exposure to viruses, malware, and cyber-attacks. The number of known malware/virus downloads that were stopped by the firewall before they reached county PCs totaled only 3 over the previous 3 months – a significant improvement. In the past 30 days, our OpenDNS filtering system has blocked a total of 3,520 malware infection attempts from 51 sites accessible to users.

We have made specific changes to our network configuration to make it more difficult for the “cryptolocker” virus to run on ours PC. The cryptolocker virus is a serious “ransomware” threat that encrypts all hard drives on the network and then demands that you pay money to retrieve your data.

County IT Projects

1. Windows XP Conversion

With two exceptions, we have upgraded all Windows XP computers in the county to Windows 7 in advance of the April 8, 2014 end-of-life date. The two computers that still run XP are not vulnerable because they do not have internet access and are used for specific internal tasks. We will replace them this year with new hardware.

2. Telephone Service Provider Conversion

Phase 1 of the telephone service upgrade is complete. The HOC telephone service was converted from Time Warner to Fairpoint. Phase 2, converting the Alternative Sentencing and Regional Prosecutor buildings, is scheduled for April 29.

3. Office 2010 Upgrade

We have completed the change from Office 97 to Office 2010 at the Sheriff Department and Dispatch Center. The HOC will be upgraded next.

4. Internet Connection Upgrade

Development is continuing on the firewall programming required for the new Internet connections. We have had a successful test of the inter-campus networking as well as the mobile client-to-campus secure connections (VPNs).

5. PC Replacement

We are finalizing the details and terms for the next PC lease. This lease equipment will replace all current “thin clients,” eliminating the need to maintain and license the outdated terminal server hardware. Standardization on hardware type will also reduce the number of support calls and maintenance costs.

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5. Server Upgrades

The plan to transition from Server 2003 (end of life) and the move to virtualization and replication are continuing on track. Servers to be virtualized include Keene, Maplewood, Kronos, and HOC. The MNH terminal server is scheduled to be repurposed this year.

6. Re-IP County Network

Our program to re-IP the county network addresses is progressing. Remaining are the Sheriff/Dispatch PCs (requires coordination with Dispatch/IMC), vendor PCs (Honeywell), and non-PC equipment (security recorders, locks, etc.).

Maplewood

1. Maplewood Medical Cart Project

The connectivity test to ensure that the ECS application can maintain contact with the portable data terminals during deployment was successful. IT is implementing the security programming to support deploying the terminals in the field with sufficient controls to protect the data and devices.

2. ECS FAX

IT is beginning the implementation of the ability to FAX directly from ECS to pharmacies.

Sheriff/Dispatch

1. New hardware (G4 cell modems) from certain providers are causing problems with communications between outside agencies and our system. We are working with the provider to find solutions.

2. IPSEC Client Conversion

Conversion of remote users from SSL to IPSEC client is progressing. Users report improved usability and reliability of new connection type.

3. IMC Server/Failover upgrade

We are waiting on the final grant approval for the new server system. IT will meet with the contractor shortly to specify the new configuration and finalize the contract.

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House of Corrections

1. Proactive Hardware Replacement

IT identified three network switches that have had intermittent failures. These switches are being replaced under warranty and are currently being installed by staff.

Finance

1. ECS Accounts Payable Upgrade

An improved ECS backup plan was tested that reduces the potential data loss from a system failure by making more frequent backups of crucial ECS data. We will be implementing this improved backup plan this quarter.

ECS finance upgrade package installation is scheduled for this quarter.

Facilities

1. Honeywell-EBI Radio Link

Significant time was expended this quarter to troubleshoot the new connection between the Honeywell environmental system at Maplewood and outlying buildings. IT worked with several vendors to debug multiple communication interface issues before bringing the project to a successful conclusion.

Respectfully,

Robert L. Hummel

The Commissioners asked a number of questions concerning the security of the network and following a short discussion thanked Director Hummel for his report.

At 11:55AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,
R Zerba, Clerk