DATE/TIME: Thursday, October 6, 2022, 3:00 PM
COMMITTEE: Internal Services Committee
CHAIR: Chair Don VanSyckel, Vice Chair Phil Kraft
LOCATION: Administration Building, One South Main Street, 9th Floor, Mount Clemens, MI 48043

MINUTES APPROVED NOVEMBER 15, 2022

1. Call to Order

   The meeting was called to order by the Chairperson at 03:00 PM in the Administration Building, 1 S. Main St., 9th Floor Mount Clemens, Michigan 48043.

   Present: Julie Matuzak, Michelle Nard, Joe Sabatini, Phil Kraft, Harold L. Haugh, Veronica Klinefelt, Don Brown, Barbara Zinner, Antoinette Wallace, Don VanSyckel, Jeff Farrington
   Absent: Joseph V. Romano, Mai Xiong
   Excused: None

2. Pledge of Allegiance

3. Adoption of Agenda

   Motion to adopt the agenda dated Thursday, October 6, 2022.

   THE MOTION PASSED.

   Motioned by: Jeff Farrington
   Seconded by: Barbara Zinner

   Vote Summary: (8 - 0 - 0)
   Aye - Jeff Farrington, Harold L. Haugh, Phil Kraft, Julie Matuzak, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
   Nay - None
   Abstain - None

4. Approval of Minutes

   a) Joint Internal Services and Government Oversight Committee Meeting Minutes dated September 8, 2022

Motion to approve the minutes Joint Internal Services and Government Oversight Committee Meeting Minutes dated September 8, 2022.

<u>THE MOTION PASSED.</u>

Motioned by: Harold L. Haugh
Seconded by: Jeff Farrington

Vote Summary: (10 - 0 - 0)
Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Phil Kraft, Julie Matuzak, Michelle Nard, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None

5. Public Participation (three minutes max per speaker, related only to issues on the agenda)
   None
6. Department Recommendations

   a) Agreements: Bentley Systems Incorporated - OpenRoads Designer SELECT, LEAP Bridge Concrete SELECT, OpenRoads SignCAD SELECT and MicroStation SELECT ($46,300) / Jako van Blerk, CIO

   Motion to recommend that the Board of Commissioners approve the agreement with Bentley Systems Incorporated to provide OpenRoads Designer SELECT ($28,320.00), MicroStation SELECT ($12,990.00), LEAP Bridge Concrete SELECT ($3,038.00), and OpenRoads SignCAD SELECT ($1,952.00) from 11-5-2022 to 11-4-2023, in the total amount of $46,300.00 for Information Technology. Funding is available in the Department of Roads FY 2023 Budget.
   This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

   <u>THE MOTION PASSED.</u>

   Motion by: Harold L. Haugh
   Seconded by: Julie Matuzak

   Vote Summary: (10 - 0 - 0)
   Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Phil Kraft, Julie Matuzak, Michelle Nard, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
   Nay - None
   Abstain - None

   <u>Speakers</u>
   Barbara Zinner

   b) Agreements: Information Technology - Maintenance Agreements for 1st Quarter 2023 ($225,769.60)
   NEOGov - HR eForms; Insight ($104,306.96)
   Trace3 - Virtualization and Cloud Computing Software ($121,462.64) / Jako van Blerk, CIO

Motion to recommend that the Board of Commissioners approve the agreements with NEOGov to provide HR eForms and Insight ($104,306.96) and Trace3 to provide Virtualization and Cloud Computing Software ($121,462.64) from 12-12-2022 to 12-31-2023 in the total amount of $225,769.60 for Information Technology. Funding is available in the FY 2023 IT Equipment Maintenance Agreement account.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Michelle Nard
Seconded by: Barbara Zinner

Vote Summary: (10 - 0 - 0)
Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Phil Kraft, Julie Matuzak, Michelle Nard, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None

Speakers
Jeff Farrington
Harold L. Haugh

c) Budget Amendment: Capital Improvement Fund - Additional Video Surveillance Storage for the Jail ($194,750) / Jako van Blerk, CIO

approve a FY2022 budget amendment for Information Technology in the amount of $194,750 by decreasing non-departmental capital outlay with a corresponding increase to operating transfers out to the Capital Improvement Fund to provide funding for additional video surveillance storage for the jail.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

d) Purchase: Motor City Electric Technologies Inc. - Additional Video Surveillance Storage for the Jail ($194,750) / Jako van Blerk, CIO

approve the purchase with Motor City Electric Technologies Inc. to provide additional video storage for the jail to increase video retention to 90 days in the amount of $194,750 for Information Technology. Funding is available through a concurrent budget amendment in the Capital Improvement Fund.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Department Recommendations 6c and 6d to the Full Board.

THE MOTION PASSED.

Motioned by: Julie Matuzak
Seconded by: Michelle Nard

Vote Summary: (10 - 0 - 0)
Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Phil Kraft, Julie Matuzak, Michelle Nard, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None

Speakers
Jeff Farrington
Harold L. Haugh

e) Budget Amendment: Capital Improvement Fund - COMTEC Video Wall Upgrade ($194,012.45) / Jako van Blerk, CIO

approve a FY2022 budget amendment for Information Technology in the amount of $194,012 by decreasing non-departmental capital outlay with a corresponding increase to operating transfers out to the Capital Improvement Fund in order to fund the COMTEC Video Wall Upgrade Project.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

f) Purchase: Bluewater Technologies - COMTEC Video Wall Upgrade ($194,012.45) / Jako van Blerk, CIO

approve the purchase from Bluewater Technologies for the COMTEC video wall upgrade from November through December 2022 in the amount of $194,012.45 for Information Technology. Funding is available through a concurrent agenda item budget amendment into the Capital Improvement Fund.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Department Recommendations 6e and 6f to the Full Board.

THE MOTION PASSED.

Motioned by: Harold L. Haugh
Seconded by: Michelle Nard

Vote Summary: (11 - 0 - 0)
Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None

g) Budget Amendment: Capital Improvement Fund - QRadar Licensing ($41,614.92) / Jako van Blerk, CIO

approve a FY2022 budget amendment for Information Technology in the amount of $41,614.92 by decreasing non-departmental capital outlay with a corresponding increase to operating transfers out in order to transfer funds to the Capital Improvement Fund for the purpose of the QRadar Licensing Project.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but *not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.*

h) Purchase: CDW-G, LLC - QRadar Licensing ($41,614.92) / Jako van Blerk, CIO

approve the purchase with CDW-G, LLC to provide 1,000 additional licenses for QRadar to collect logs and present them in a reviewable format per Criminal Justice Information Systems requirements in the amount of $41,614.92 for Information Technology. Funding is available through a concurrent agenda item budget amendment in the Capital Improvement Fund.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Department Recommendations 6g and 6h to the Full Board.

THE MOTION PASSED.

Motioned by: Michelle Nard
Seconded by: Antoinette Wallace

Vote Summary: (11 - 0 - 0)
Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None

Speakers
Jeff Farrington
Joe Sabatini
Barbara Zinner
Don VanSyckel

i) Budget Amendment: Capital Improvement Fund - Polycom Setups Including Zoom Room Licenses for East Classrooms of Jail ($37,148.06) / Jako van Blerk, CIO

approve a FY2022 budget amendment for Information Technology in the amount of $ 37,148.06 by decreasing non-departmental capital outlay with a corresponding increase to operating transfers out in order to transfer funds to the Capital Improvement Fund to provide funding for the Jail PolyComs for East Classrooms Project.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

j) Purchase: Polycom Setups Including Zoom Room Licenses for East Classrooms of Jail (Total: $37,148.06)
J. Ewing LLC - $8,000
MNJ Technologies Direct, Inc. - $20,975
Trendset Communications Group - $5,807.93
Zoom - $2,365.13 / Jako van Blerk, CIO

approve the purchases with J Ewing LLC, MNJ Technologies, Trendset Communications Group, and Zoom to provide licenses and equipment for the Plycom Setups for East Classrooms of the Jail from October 2022 to December 2022 in the amount of $37,148.06 for Information Technologies.

Funding is available through a concurrent budget amendment in the Capital Improvement Fund.
This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Department Recommendations 6i and 6j to the Full Board.

THE MOTION PASSED.

Motioned by: Harold L. Haugh
Seconded by: Michelle Nard

Vote Summary: (11 - 0 - 0)
Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
Nay - None
Abstain - None

7. Public Participation (three minutes max per speaker)

   None

8. Commissioner's Comments

   Speakers
   Julie Matuzak
   Barbara Zinner

9. Adjournment

   Motion to adjourn the October 6, 2022 meeting at 03:20 PM.

   THE MOTION PASSED.

   Motioned by: Phil Kraft
   Seconded by: Harold L. Haugh

   Vote Summary: (11 - 0 - 0)
   Aye - Don Brown, Jeff Farrington, Harold L. Haugh, Veronica Klinefelt, Phil Kraft, Julie Matuzak, Michelle Nard, Joe Sabatini, Don VanSyckel, Antoinette Wallace, Barbara Zinner
   Nay - None
   Abstain - None