

**PLANNING and ADMINISTRATION COMMITTEE
MINUTES
MARCH 11, 2008**

The Planning and Administration Committee met on Tuesday, March 11, 2008 in the Committee Room, located on the second floor of the Administration Building beginning at 2:15 p.m. Mr. Jeffcoat, Committee Chairman presided.

Members Attending:

Johnny W. Jeffcoat, Chairman	George H. Smokey Davis, V Chairman
Debra B. Debbie Summers	John W. Carrigg, Jr.
William C. Billy Derrick	

Absent:

*William B. Banning, Sr.

*Mr. Banning was absent due to a prior commitment out of town.

Also attending: Katherine Hubbard, County Administrator; Joe Mergo, Deputy County Administrator; Larry Porth, Finance Director/Assistant County Administrator; other staff members, citizens of the county and representatives of the media.

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, and posted on the bulletin board located in the lobby of the County Administration Building.

Information Services Semi-Annual Update – Information Services – Mike Ujcich, PMP, Chief Information Officer – Mr. Ujcich gave a power-point presentation on the Information Services Semi-Annual Update for 2007-08. He reported on the following considerations: 1) implement a defined project management methodology, 2) upgrade e-mail system to an enterprise solution, 3) adopt industry best practices for improving efficiency and cost-effectiveness of IT resources and reduce or eliminate technology maintained in-house, 4) formalize an Availability, Capacity and Security Management Plan to structure protection for vital business systems, 5) have business drive technology, not technology drive business; back-up every IS proposal by one or more business benefit and have IS operate as a business, and 6) organize IT staff in a matrix model to share resources across the enterprise and implement an IS financial management process. Mr. Ujcich also listed IT projects completed such as the migration to Microsoft Exchange, ROD Office completion of Index Book scanning, online payments for Traffic and Family Court, and websites for Solid Waste, Tax and Billing. He summarized that the IS Department would continue to follow core tactical plans to meet the County's strategic goals. For information only. No action taken.

Approval of Minutes – Meeting of January 22, 2008 – A motion was made by Mr. Davis, seconded by Ms. Summers to approve the January 22, 2008 minutes as submitted.

The vote in favor was unanimous.

Old Business/New Business – Landscape Ordinance – None.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Judy R. Busbee
Assistant to the Clerk

Johnny W. Jeffcoat
Chairman

Diana W. Burnett
Clerk