

**Kittitas County, Washington**  
**IT Study Session Minutes**  
**BOCC Conference Room, 205 West 5th Room 108, Ellensburg**

**Thursday**

**11:00 AM**

**November 27, 2017**

Board members present: Chair Paul Jewell, Vice-Chair Laura Osiadacz, Commissioner Obie O'Brien

Others: Jim Goeben, IT Director

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**Call to Order: 11:00 AM**

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**Records Management Committee's recommendation for decommissioning the email archive**

The Records Management Committee unanimously approved a recommendation to the board to decommission the email archive and provided a plan for completing the task by February 14, 2018. The board reviewed the plan and there was discussion about how departments and offices have managed their email and other records.

Board direction: The board was in favor of decommissioning the email archive but requested the Records Management Committee draft folder structure guidelines for the county. The board will require department heads and encourage elected officials to submit a records organization plan, based on the guidelines, to the board by the end of the first quarter in 2018. After the board has signed off on the plans the project may continue. They also requested, as part of the new employee orientation, employees be required to meet with their records officer to received training prior to starting work.

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**Data Center Equipment**

The 2018 budget for IT includes the purchase of a 4<sup>th</sup> data center virtual host. Mr. Goeben requested the board authorize the replacement of 3 current virtual hosts in 2018 with funds available in the Network Equipment Rotation fund.

Board direction: Approved.

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**Other business**

Mr. Goeben updated the board:

- **VoIP RFP**

Mr. Goeben notified the board the RFP is in review and will be sent to the board in an upcoming agenda.

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**Adjourned: 12:10 PM**



Jim Goeben, IT Director

**KITTITAS COUNTY COMMISSIONERS**  
**KITTITAS COUNTY, WASHINGTON**



Paul Jewell, Chair

APPROVED  
1-2-18