

**COMMISSIONERS' MINUTES
KITTTITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
REGULAR MEETING**

MONDAY

10:00 A.M.

NOVEMBER 19, 2012

Board members present: Chairman Alan Crankovich; Vice-Chairman Obie O'Brien & Commissioner Paul Jewell.

Others: Mandy Robinson, Deputy Clerk of the Board; Jim Goeben, IT Director.

REGULAR MEETING

DEPARTMENT HEAD

IT

Jim Goeben, IT Director, presented the Board with his proposal for the Email Archive Switch. He explained that they have to decommission Quest Archive Manger (QAM) while moving to Barracuda Message Archiver (BMA). He reviewed the history of (QAM) and what it was installed for. He explained how the County's needs have expanded and we have out grown the program. He explained that his recommendation is to decommission (QAM) and move to (BMA) by providing employees access to (BMA); offer training to staff on how to use (BMA); provide general instructions and a how to document on CAMAS and then stop importing new messages into (QAM). He stated that by giving employees one month to compare emails in both programs and work with IT to correct any issues. If they have not been managing their emails correctly it would allow them to turn off (QAM) on January 1, 2013 and leave it shelved for one year (or delete it). He stated that there are advantages and one it being no cost. He explained that there are a few other options but strongly encouraged this particular one.

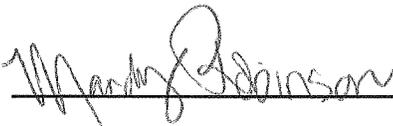
Commissioner Jewell questioned audit options. The Board felt if IT could perform "spot audits" that would assist with a smooth transition.

Staff was directed to schedule a Monday morning Department Head meeting with James Rivard, Environmental Health Supervisor to discuss managing emails & archiving in his department.

Meeting adjourned at 10:10 a.m.

**KITTTITAS COUNTY COMMISSIONERS
DEPUTY CLERK OF THE BOARD**

KITTTITAS COUNTY, WASHINGTON





11/19/2012 MINUTES

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APPROVED
12/4/2012

Mandy Robinson

Alan Crankovich, Chairman