

Berks County Operations Minutes
March 8, 2022

The Berks County Board of Commissioners met Tuesday, March 8, 2022, at 9:30 a.m. via Microsoft Teams Live pursuant to due notice to Board members and the public.

Approval of Minutes

The meeting minutes of February 22, 2022, were approved as presented.

9:30am – 10:00am

Website Recommendations, Multi-factor authentication implementation sample policy – will be available Monday and Connectivity to South Campus and Bandwidth increase, presented by Justin Loose, Chief Information Officer.

Justin Loose, Chief Information Officer, requested the second item on his agenda, the multi-factor authentication implementation sample policy, be stricken.

Mr. Loose indicated there are several items of discussion under the website recommendations. Mr. Loose presented the board with a new initiative for website creation. Creating a new website will allow us to define maintenance, administration, and refine the content approval process.

Commissioner Barnhardt motioned to support the initiative of the creation of the website. Commissioner Leinbach seconded the motion. There being no further discussion, the motion carried unanimously.

Mr. Loose indicated that there had been discussions to bring an outside website vendor to create the County website. Mr. Loose recommends the County move forward with designing the county website with the new technology, move into the new content manager platform with CCAP, and determine down the road if any outside website vendor is needed. Commissioner Leinbach supports the idea of creating the website in-house in the front end and bringing a website vendor on the back end if needed.

Mr. Loose informed the Board that we have an extensive data set on the County website available to the public. There is a growing trend for Government entities to implement data portals designed and purpose-filled to provide full content. We can allow multiple formats of a document to be available to the public. Mr. Loose is seeking approval to move ahead and implement the data portal and start migrating the data.

Commissioner Barnhardt motioned to move forward with the implementation of the data portals. Commissioner Leinbach seconded the motion. There being no further discussion, the motion carried unanimously.

Mr. Loose informed the Board that the County has allowed municipalities to host their municipal website underneath the County website umbrella for more than a decade. The County will start receiving extra charges based on the website's size. It is in the County's financial interest to pare down our website as much as possible. Mr. Loose is asking the board's approval to send a disconnect letter to the municipalities indicating the County will no longer support the municipal website hosting as of the end of this year 2022. We can provide them guidance and pointers to access their content within the letter.

Commissioner Barnhardt motioned to support the disconnect letter to the municipalities. Commissioner Leinbach seconded said motion. There being no further discussion, the motion carried unanimously.

Mr. Loose indicated we need to provide connectivity to the South Campus location to communicate with downtown and add a circuit. Mr. Loose recommended adding a circuit with a one-year contract, and we can determine the bandwidth needs in the future after one year. The recommended circuit has a monthly recurring cost of \$2,600, totaling an annual cost of \$31,600. We will be looking for a longer-term contract based on the needs at the end of the year.

Commissioner Barnhardt motioned to approve a contract for a circuit for South Campus for one year. The need will be reevaluated before moving into a longer-term agreement. Commissioner Leinbach seconded the motion. There being no further discussion, the motion carried unanimously.

Mr. Loose informed the board that due to COVID, the County has been conducting more video meetings and doing more activity over the internet with constituents, consuming our current bandwidth. Mr. Loose is recommending an increase in the bandwidth at the downtown campus. The cost for the additional bandwidth is \$1,100 monthly recurring charges totaling \$13,200 for the year.

Commissioner Barnhardt motioned to approve the increase of bandwidth downtown. Commissioner Leinbach seconded said motion. There being no further discussion, the motion carried unanimously.

Public Comments

No comments.

There being no further business, Commissioner Leinbach adjourned the meeting at 9:55 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Carmen Torres". The signature is written in a cursive style and is positioned above the printed name.

Carmen Torres, Chief Clerk