



FY2024 REPORT ON SOFTWARE AND TECHNOLOGY HARDWARE ASSET INVENTORIES AND PROPOSED STRATEGIC TECHNOLOGY POLICY

COOK COUNTY CLERK OF THE CIRCUIT COURT

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ASSET INVENTORY AND STRATEGY

CONTEXT FOR REPORT

Cook County Ordinance 16-3977, “Performance Based Management and Budgeting” requires preparation of a consolidated report on Software Assets and Technology Hardware Asset Inventories. A proposed strategic technology policy document prepared by the Chief Information Officer (CIO) is required as well. This report consolidates both the asset inventories and proposed strategic technology policy of the Office of the Clerk of the Circuit Court of Cook County (“Circuit Court Clerk”).

The Circuit Court Clerk manages its internet technology assets, except as identified in the County’s Bureau of Technology report. The Circuit Court Clerk CIO can attest to the accuracy of information regarding the Circuit Court asset inventories.

PROPOSED STRATEGIC TECHNOLOGY POLICY

Cook County Ordinance 18-5634, Division 2, “Cook County Information Technology Consolidation” states that: “All separately elected County and State Officials, Departments, or Agencies funded by the Cook County Board of Commissioners, ... shall... coordinate to deliver information technology services in an efficient and cost-effective manner consistent with County, State and Federal law and industry standards.” Therefore, the intent of this asset inventory and corresponding proposed strategic technology policy is to provide additional insight to the Cook County Board to provide Commissioners with the information necessary to effectively steward County resources.

The Circuit Court Clerk’s Office continues to provide specialized customer service to both self-represented litigants and attorneys in order for them to e-File successfully, while managing and organizing case information in the most efficient and effective ways possible. Due to the COVID-19 pandemic, the Circuit Court Clerk’s Office implemented Remote Access Services for court users in March of 2020 and will continue them going forward, as needed, to provide services in the most efficient and safe manner. Also, the Circuit Court Clerk’s Office provides support for remote work. Remote work and Remote Access Services increased the automation of processes, allowed for greater collaboration within the Office and the Circuit Court, and helped the Office leverage existing software platforms.

As recommended by the County’s Budget Office, the Circuit Court Clerk’s Office adheres to the Product Equipment Lifecycle of six years.

The security of the Office’s software and technology assets is mainly handled by the County’s Bureau of Technology, but the Circuit Court Clerk’s Office also routinely implements hardware and software upgrades to maintain the most up-to-date security to prevent cyberattacks and other costly technology related remediation.

SOFTWARE INVENTORY ASSESSMENTS

The Bureau of Technology manages the procurement of licenses on an enterprise-scale for Adobe and Microsoft products. Elected Offices and the Cook County Forest Preserve are charged-back for their portion of licenses. The Circuit Court Clerk’s Office continues to review its use of Microsoft licenses so that it fits the needs of each user, thereby saving the expense of unnecessary licenses.

In addition, the Bureau of Technology manages enterprise Adobe licenses (web experience and content management).

CURRENT ENTERPRISE SOFTWARE LICENSES OBTAIN BY CIRCUIT COURT CLERK’S OFFICE

Software Title Name	Quantity
Microsoft Project Plan 3	10
Microsoft Project Plan 5	2
Microsoft Project Online	4
Microsoft Power BI	3
Microsoft Power Automate	2
Microsoft Power Apps	3
Microsoft Visio Pro	16
Microsoft Visual Studio Enterprise	2
Microsoft Visual Studio Professional	5
Microsoft Visual Studio Ultimate	3
Microsoft SQL Server Enterprise Core	56
Microsoft SQL Server Standard Core	4
Microsoft System Center Standard 2 Core	76
Microsoft G3 License	1241
Microsoft G1 License	343
Microsoft Exchange Online Archiving	10
Adobe Acrobat Pro	177
Adobe Creative Cloud all apps	12
Adobe Creative Cloud single app	2
Absolute	

HARDWARE INVENTORY ASSESSMENTS

COMPUTERS

The Circuit Court Clerk is in compliance with the County's Bureau of Technology's minimum standards for new computer purchases as follows:

- Sixteen gigabits of RAM
- An i7 processor

- A solid-state hard drive

Older computer equipment that does not meet these minimum requirements will either be upgraded or retired upon reaching the end of the products' lifecycle.

Make	Model	Count
Dell	OptiPlex 3030	58
Dell	OptiPlex 3240	437
HP	EliteOne G1	31
HP	EliteOne G5	127
HP	EliteOne G6	57
HP	Mini	10
Lenovo	Tiny P340	4
HP	ProBook 440 G9	385
HP	EliteBook	554
HP	ZBook	5
Lenovo	L14	140
Lenovo	T495	26
Microsoft	Surface Tablets	20
Dell	XPS 15 Laptops	20
Apple	iPad Pro	10

SERVERS

The Circuit Court Clerk manages its own virtual and physical servers on premise. We are migrating our server environment from data center south to data center north at 118 N. Clark. We are upgrading our HPE StoreOnce backup hardware. We are moving to Veeam cloud solution to backup our files and servers.

Circuit Court-MANAGED SERVERS

	2024
Windows Server 2003	1
Windows Server 2012	7
Windows Server 2016	150
Windows Server 2019	7

The Circuit Court Clerk partnered with Ensono to provide a disaster recovery environment in Omaha, Nebraska for recovery of the Office's in scope systems. The hardware is available in the event of a disaster declaration. The Circuit Court Clerk continuously evaluates its resiliency in the event of disruption. A disaster declaration plan invokes the necessary steps to restore normal service operations as quickly as possible and minimize the adverse impact on business operations following a disaster event.

IT INFRASTRUCTURE ASSESSMENT

The Circuit Court Clerk follows the baseline established by the County Bureau of Technology for current information technology infrastructure assets and contracts for critical services.

PRINTERS

The Circuit Court Clerk was given a grant to update all 385 courtrooms with monochrome printers. In the non-court room areas of the Circuit Court Clerk, we moved to business MFD's in accordance with the Office of the President. We are currently working with County Procurement and Xerox to finalize the contract for Printer Managed Services, which will include toner, maintenance kits and break fix services.

Make	Model	Count
HP	M776dn	13
HP	LaserJet 404n	425
HP	LaserJet Pro MFP428	20
HP	3005	1
HP	600	6
HP	M454DN	2
Dell	2375	5
Dell	2815	1
Dell	515	6
Xerox	3345	50
Epson	TM H6000V	35
Epson	TM-U590	55
Zebra	GK420	30

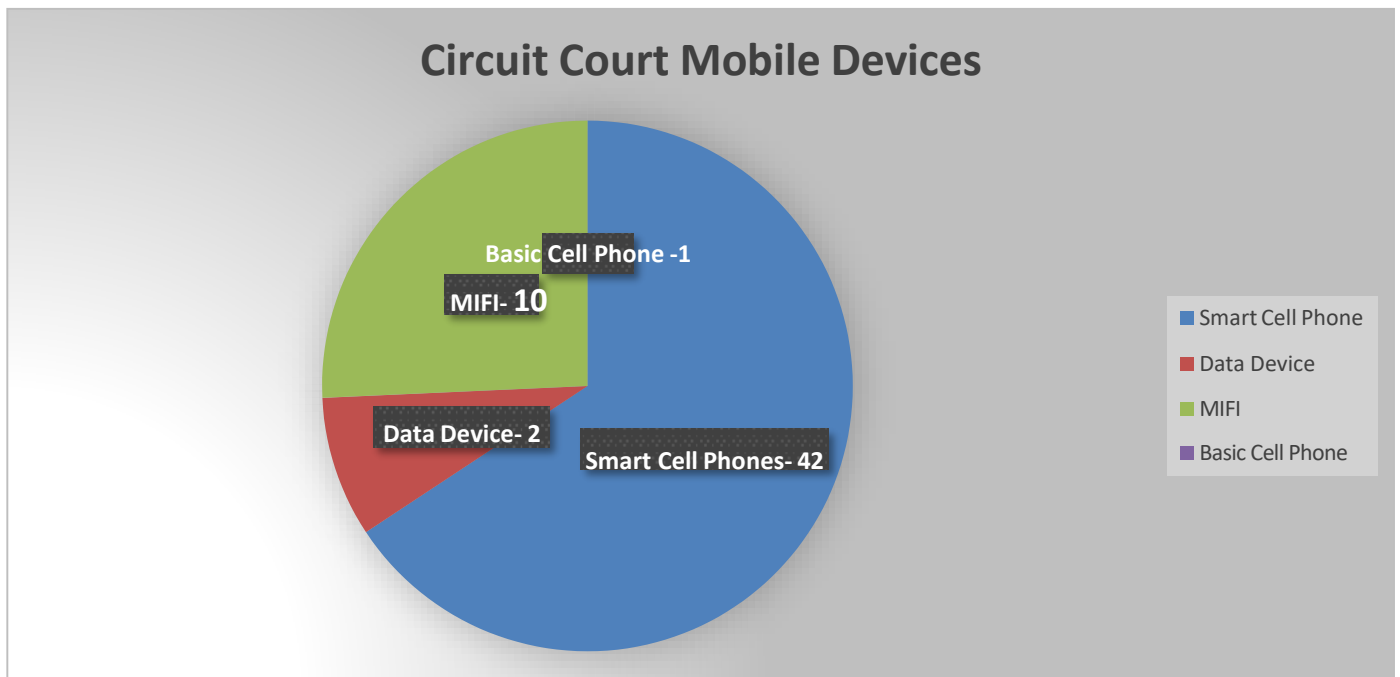
TELECOMMUNICATIONS

Is currently being managed by the Office of the President.

MOBILE DEVICES

The Circuit Court has the following mobile devices (MIFI are the mobile hot spots and Data Devices

are iPads with a Verizon data plan).



ASSESSMENT CONCLUSION

The Clerk of the Circuit Court has made strides in the updating of our Computing Equipment and is on target to be fully upgraded by the end of FY 2025.