

- **Phone System Upgrade**

- The Agency phone system project plan is being scheduled
 - i. The system will be configured and tested prior to cutover with temporary phone numbers to fully vet out any issues
 - ii. Once all settings are correct, cutover will take place and the correct numbers will replace the temporary ones for configuration
 - iii. Staff will be trained prior to the go-live

- **Online Digital Signature Software Solution**

- The Agency is now leveraging Adobe sign for e-signatures on legal documents
 - i. This solution allows for workflows to be configured that assist users in choosing the most efficient manner of selecting forms for signatures.

- **Tenant Internet at Kansas House**

- Wireless network infrastructure was configured and installed at Kansas House
 - i. There is an internet service provider in Modesto capable of providing the speeds necessary to accommodate the needs of all tenants at Kansas House. This service was ordered and an internal wireless network was configured to provide the speeds that allow for internet browsing and distance learning.
 - ii. All connections have been throttled to prevent any devices from hindering local bandwidth and/or access.

- **Agency Laptops and Scanners**

- The Agency has ordered the second round of laptops for all staff that either do not currently have one assigned, or are in need of an upgraded machine.
- Desktop scanners were also ordered and have been assigned to staff currently working at the Robertson Rd. location.
 - i. All office staff will have a scanner assigned to avoid the need for shared space usage of copiers moving forward.