



**GREEN LAKE COUNTY
INFORMATION TECHNOLOGY COMMITTEE MINUTES
December 16, 2014**

CALL TO ORDER

Chip Hiestand called the meeting of the Information Technology Committee to order at 5:37 p.m. in the Green Lake County Government Center, UWEX training room, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Chip Hiestand, Nick Toney, Gail Schroeder, Joy Waterbury
 Absent: Dave Richter
 Also Present: Bill Hutchison, Deb Sweeney

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

Motion/Second (Waterbury/Schroeder) to approve the agenda. Motion carried.

MINUTES

Motion/Second (Schroeder/Waterbury) to approve the October 6, 2014 minutes. Motion carried.

CORRESPONDENCE – None

APPEARANCES – None

Motion/Second (Waterbury/Schroeder) to seat Nick Toney at 5:40 p.m. Motion carried.

DEPARTMENT/COMMITTEE DISCUSSION

Department/Project updates from the IT Director:

- Since last committee meeting, 54 helpdesk tickets have been created, 44 resolved and 37 remain open.
- 7 new employee accounts created and 7 deactivated since last meeting.
- Work has been done to automate calculations on County timesheets.
- Temperature monitoring system has been installed in the main server room. The server room 2nd HVAC unit has not been functional since April.
- Firewall server failed November 17th. A similar server was available and installed which limited down time.
- Outside mail gateway was upgraded and now provides encrypted mail exchange with the State.
- IT Specialist recently attended the alio users group in Wisconsin Dells.
- Alio intelligence was recently installed.
- HHS Avatar scanning servers have been setup.
- Jail inmate canteen system upgraded to accept debit cards and deposits for phone calls.
- Rolling out recently purchased laptops to various departments.
- Upgrades completed on ROD and Treasurer software.

PURCHASE REQUESTS

*account number=(year)-100-25-51450-xxx-000

Item #	Item	Qty	*Acct #	Reason for Purchase	Vendor	Price per Item	Total	Delivered Price?
1	Lenovo T540p laptop	3	214/219/810	Check out laptops	SHI	\$1,304.81	\$3,914.43	Yes
					State Contract			
2	Barcode Scanner, Label Writer, Printer	1	206	Sheriff Office – Evidence Management	Spillman	\$1,319.00	\$1,319.00	Yes
					Sole Provider			

Motion/Second (Hiestand/Waterbury) to approve purchases. Submit item #1&2 to P&I for approval. Motion carried.

CLOSED SESSION - None

VOUCHERS

Vouchers were presented in the amount of \$2,232.42.

Motion/Second (Waterbury/Hiestand) to approve vouchers as presented. Motion Carried

UPCOMING COMMITTEE ACTIVITY

Next meeting: February 3, 2015 - 5:30 p.m.

ADJOURNMENT

Motion/Second (Waterbury/Schroeder) to adjourn at 5:52 p.m. Motion carried.