



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: February 11, 2013
Time: 4:30 p.m. – 5:00 p.m.
Place: Meeting Room #0903 – Green Lake County Government Center

Present:

Committee Members

Chip Hiestand, Dave Richter, Deb Schubert, Nick Toney, Nolan Wallenfang

Also in attendance:

Bill Hutchison, IT Director
Deb Sweeney, Committee Secretary

Next Meeting: April 1, 2013 - 4:30 p.m.

1. Certification of Open Meeting Law

Deb Schubert called the meeting to order at 4:30 p.m. and certified requirements of open meeting law as being met.

2. Approval of Agenda

Motion/Second (Wallenfang/Richter) to approve the February 11, 2013 agenda. **Motion Carried.**

3. Pledge of Allegiance was recited.

4. Approval of Minutes

Motion/Second (Richter/Wallenfang) to approve the December 3, 2012 minutes. **Motion Carried.**

5. Correspondence

None

6. Appearances

None

7. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 47 helpdesk tickets have been created, 46 resolved and 39 remain open.
- Ten applications were received for the part-time IT position.
- End of 2012 beginning 2013 saw a lot of activity in the IT Department regarding setup of new hardware and new employees.
- Forward Services is now renting an office in Health & Human Services. IT is supplying a wired connection with the monthly rent amount applied to internet costs.
- All three dispatch computers recently replaced.
- Because of security issues, java was removed from pcs where it was not a required component.
- County auditors discussed the need for additional payroll tracking controls. Options within the current software were researched with the results passed on to the County Clerk.
- Preventative maintenance recently completed on the server room UPS.
- Treasurer's software package recently upgraded.
- Firewall recently upgraded to bring it current.
- With the retirement of the payroll clerk, official training by Weidenhammer for her replacement was proposed to the County Clerk.

The Committee reviewed a draft of the 2012 annual report prepared by the IT Director. Richter recommended quantifying the number of devices and employees the IT Department supports.

Motion/Second (Richter/Toney) to accept the 2012 IT Annual Report with the revision. **Motion Carried.**

The Committee reviewed and discussed modified job descriptions for all three positions in the IT Department.

Motion/Second (Toney/Hiestand) to approve modified job descriptions and forward them to Personnel. **Motion Carried.**

The Committee reviewed and discussed the IT Department Exempt Employee Flexible Schedule Policy.

Motion/Second (Richter/Toney) to adopt the IT Department Exempt Employee Flexible Schedule Policy. **Motion Carried.**

8. Purchase Requests

None

9&10. Closed Session

None

11. Vouchers

Vouchers were presented in the amount of \$890.83

Motion/Second (Toney/Richter) to approve vouchers as presented. **Motion Carried.**

12. Committee Discussion

Next meeting: April 1, 2013 - 4:30 p.m.

13. Adjournment

Motion/Second (Wallenfang/Hiestand) to adjourn at 5:00 p.m. **Motion Carried.**