



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: October 25, 2010
Time: 4:30 p.m. – 5:18 p.m.
Place: County Road A Facility

Present:
Committee Members

Dave Richter, Deb Schubert, Mark Slate, Margaret Whirry
 Nolan Wallenfang arrived at 4:46 p.m.

Also in attendance:

Bill Hutchison, IT Director
 Deb Sweeney, Committee Secretary
 Tony Daley, Berlin Journal

Next Meeting: December 6, 2010 @ 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 (Whirry/Richter) to approve the October 25, 2010 agenda. **Motion Carried.**

3. Approval of Minutes

Motion/Second (Whirry/Richter) to approve the August 2, 2010 minutes. **Motion Carried.**

4. Correspondence

The IT Director presented a copy of the October 10, 2010 issue of Electrical Products and Solutions magazine where the County Road A facility network cabling project was featured.

5. Appearances

None

6. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 119 helpdesk tickets have been resolved, 103 opened and 49 are pending.
- County financial software has been upgraded to a web-based version.
- IT staff has been catching up with their vacations.
- New dispatch center IT items are in place.
- Currently in the planning stages for the new addition.
- New Windows patching server in place.

Media Disposal Policy

The IT Director submitted for the committee's review a media disposal policy. FBI, National Crime Information Center (NCIC) and Wisconsin CIB policies require that a written media disposal policy be in place for all agencies connecting to the TIME network. Committee discussion was held regarding the ways information is stored and how media can be cleaned of that information. Committee suggested the IT Director submit the policy to corporation counsel for review and that it be placed on the next meeting agenda for review.

7. 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	Cities Digital software version upgrade w/maintenance	1	206	Upgrade Child Support imaging from SQL Express to SQL	Cities Digital	\$6,600.00	\$6,600.00	n/a
					Sole Provider			
2	ASRock IonPro 330	15	214/810	Replacement pcs	NewEgg Business	\$324.83	\$4,872.45	Yes
					SuperBiiz.com	\$339.99	\$5,099.85	Yes

3	Microsoft Office 2010 Pro licenses	20	214/810	Upgrade licenses	SHI	\$329.84	\$6,596.80	n/a
					State contract			
4	ABMX 226sx5-1 server	1	214/810	Server	ABMX	\$5,766.79	\$5,766.79	Yes
					Sole provider			
5	Panasonic CF-31 Toughbooks w/docks	8	IT Carryover/Sheriff dept funds	Replacement laptops for patrol officers	Baycom	\$5,606.00	\$44,848.00	Yes

Motion/Second (Wallenfang/Richter) to approve purchase from lowest bidder. Submit items 4&5 to P&I for approval.
Motion Carried.

8&9. Closed Session

None

10. Vouchers

Vouchers were presented in the amount of \$6,576.26

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

11. Committee Discussion

Next meeting: December 6, 2010 @ 4:30 p.m.

Agenda items: Media Disposal Policy.

12. Adjournment

Motion/Second (Whirry/Richter) to adjourn at 5:18 p.m. **Motion Carried.**