



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: April 2, 2012
Time: 4:30 p.m. – 5:05 p.m.
Place: Meeting Room #0903 – Green Lake County Government Center

Present:
Committee Members

Chip Hiestand, Dave Richter, Deb Schubert, Nolan Wallenfang

Absent: Sue McConnell

Also in attendance:

Bill Hutchison, IT Director
 Deb Sweeney, Committee Secretary
 Dan Piske, County Board Chairman

Next Meeting: May 7, 2012 @ 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 (Richter/Wallenfang) to approve the April 2, 2012 agenda. **Motion Carried.**

3. Approval of Minutes

Motion/Second (Wallenfang/Richter) to approve the February 6, 2012 minutes. **Motion Carried.**

4. Correspondence

None

5. Appearances

None

6. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 30 helpdesk tickets have been resolved, 35 opened and 54 are pending.
- Schedule Soft, Spillman and various department software packages have been upgraded.
- Continue upgrading PCs to Windows 7 and patching existing systems.
- Researching new storage/backup solutions.
- Maintenance has been setup with smart phones to access HVAC systems remotely.
- Internet access for inmates update, MPTC advised this should be completed soon.

Committee discussed:

- Spillman software, its use, and annual conference attendance by the jail administrator.
- Building heating and cooling noise in IT office – no additional information received from Maintenance.
- Helpdesk procedures and ticket creation.
- Tape backup systems.
- Upcoming projects, interns, trainee, backup staff.

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	Sage 50	1	214	Upgrade FRI accounting software	Peachtree	\$699.99	\$699.99	n/a
					Sole provider			
2	Adobe Acrobat Pro	1	214	For use in Land Cons	SHI	\$269.20	\$269.20	n/a
					State contract			

Motion/Second (Richter/Hiestand) to approve purchase from lowest bidder. **Motion Carried.**

8&9. Closed Session

None

10. Vouchers

None

11. Committee Discussion

Next meeting: May 7, 2012 @ 4:30 p.m.

Agenda item: Election of Officers, IT Support Specialist annual evaluation.

12. Adjournment

Motion/Second (Wallenfang/Richter) to adjourn at 5:05 p.m. **Motion Carried.**