



**INFORMATION TECHNOLOGY COMMITTEE: Minutes**

**Date:** June 3, 2013  
**Time:** 4:30 p.m. – 5:06 p.m.  
**Place:** Meeting Room #0903 – Green Lake County Government Center

**Present:**

**Committee Members**

Chip Hiestand, Dave Richter, Gail Schroeder, Deb Schubert

**Absent:** Nick Toney

**Also in attendance:**

Bill Hutchison, IT Director  
 Deb Sweeney, Committee Secretary

**Next Meeting:** August 12, 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 (Richter/Hiestand)** to approve the June 3, 2013 agenda. **Motion Carried.**

**3.** Pledge of Allegiance was recited.

**4. Approval of Minutes**

**Motion/Second (Richter/Hiestand)** to approve the April 1, 2013 minutes. **Motion Carried.**

**5. Correspondence**

Committee was presented with a thank you letter from Green Lake High School Special Education Teacher Christine Schultz.

**6. Appearances**

None

**7. Department/Committee Discussion**

Department/Project updates from the IT Director:

- Since last committee meeting, 44 helpdesk tickets have been created, 38 resolved and 38 remain open.
- Upgraded all of the Register of Deeds software and all of their services that can be online are now available.
- Migrating desktops and servers to new antivirus version.
- Migrated to new server and upgraded law enforcement software package.
- Patrol car software upgrades ongoing.
- 9 new employee accounts created since last meeting.
- Upgraded jail canteen software program.
- Nash Reininger completed his school-related internship with the IT Department.
- Upcoming projects include upgrade of HHS RMS software package, internal and external mail servers.

Committee discussed availability of Nash Reininger working as an IT Department intern for 40 hours per week through the summer.

**Motion/Second (Richter/Schroeder)** To approve hiring Nash Reininger as a summer intern at \$10 per hour. **Motion Carried.**

**8. 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	Sign Inventory Software	1	214	Used by Highway	Rowekamp Associates	\$1,500.00	\$1,500.00	n/a
					Tapco	\$1,500.00	\$1,500.00	n/a

**Motion/Second (Richter/Hiestand)** to approve purchase from Rowekamp Associates. **Motion Carried.**

**9&10. Closed Session**

**Motion/Second (Richter/Hiestand)** to move into closed session in accordance with §19.85(1)(c). **Motion carried unanimously by roll call vote.**

**Motion/Second (Hiestand/Schroeder)** to move back into open session. **Motion carried unanimously by roll call vote.**

**Findings of Closed Session:** The Committee approved the annual evaluation of Deb Sweeney.

**11. Vouchers**

Vouchers were presented in the amount of \$20,458.48

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

**12. Committee Discussion**

Next meeting: August 12, 2013 - 4:30 p.m.

Future agenda item: 2014 budget

**13. Adjournment**

**Motion/Second (Richter/Schroeder)** to adjourn at 5:06 p.m. **Motion Carried.**