



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: May 7, 2012

Time: 4:30 p.m. – 5:06 p.m.

Place: Meeting Room #0903 – Green Lake County Government Center

Present:

Committee Members

Chip Hiestand, Deb Schubert, Nick Toney, Nolan Wallenfang

Also in attendance:

Bill Hutchison, IT Director

Deb Sweeney, Committee Secretary

Jack Meyers, County Board Chair

Al Shute, Land Development Director

Absent: Dave Richter

Next Meeting: August 6, 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 (Wallenfang/Hiestand) to approve the May 7, 2012 agenda. **Motion Carried.**

3. Election of Officers

Motion/Second (Wallenfang/Hiestand) to leave officers the way they are, Deb Schubert as Chair and Dave Richter as Vice-Chair. **Motion Carried.**

4. Approval of Minutes

Motion/Second (Wallenfang/Toney) to approve April 2, 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, 48 helpdesk tickets have been resolved, 33 created and 39 are open.
- Completed Schedule Soft software upgrade.
- MPTC completed their work on the computers in the jail. They are testing the configuration on one computer before allowing others additional access.
- PC upgrading and patching ongoing.
- Boat Patrol MDC setup for the Sheriff's Office.
- Working on moving virtual servers to new hardware.
- Miscellaneous software upgrades ongoing.

The Committee reviewed and discussed a list of old IT equipment to be disposed.

Motion/Second (Wallenfang/Hiestand) to pass list of items on to P&I for approval. **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	HP DesignJet plotter	1	**	Replacement for Land Info	HP	\$8,115.90	\$8,115.90	Yes
					WI State Contract			

**Land Information Funds

The Committee discussed with the Land Development Director and the IT Director the plotters use, funds being used for its purchase, and the ongoing maintenance cost. The purchase of the plotter would come from Land Information funds and ongoing maintenance costs would be in the IT Department's budget.

Motion/Second (Wallenfang/Toney) to approve purchase pending approval from the Land Use Planning & Zoning Committee. Submit item to P&I for approval **Motion Carried.**

9&10. Closed Session

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

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

Motion/Second (Toney/Wallenfang) to accept the annual evaluation of Deb Sweeney and forward it to her personnel file. **Motion carried unanimously by roll call vote.**

11. Vouchers

Vouchers were presented in the amount of \$7,161.86

12. Upcoming Committee Activity

Next meeting: August 6, 2012 @ 4:30 p.m.

Agenda items: 2013 budget, IT Director's Annual Evaluation

13. Adjournment

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