



**INFORMATION TECHNOLOGY COMMITTEE: Minutes**

**Date:** April 1, 2013  
**Time:** 4:30 p.m. – 4:57 p.m.  
**Place:** Meeting Room #0903 – Green Lake County Government Center

**Present:**

**Committee Members**

Chip Hiestand, Dave Richter, Deb Schubert, Nick Toney

**Absent:** Nolan Wallenfang

**Also in attendance:**

Bill Hutchison, IT Director  
 Deb Sweeney, Committee Secretary

**Next Meeting:** June 3, 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 (Toney/Richter)** to approve the April 1, 2013 agenda. **Motion Carried.**

3. Pledge of Allegiance was recited.

**4. Approval of Minutes**

**Motion/Second (Richter/Hiestand)** to approve the February 11, 2013 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 created, 54 resolved and 33 remain open.
- Working on upgrading anti-virus software.
- Email and Spillman servers due to be replaced.
- Ongoing issues with the server room HVAC units not switching automatically. Maintenance is troubleshooting.
- Issues with the Treasurer's printer resulted in HP replacing it free of charge.
- Since last meeting, twelve new employee accounts created.
- Installed computer in the Register of Deeds office to allow processing of credit card payments.
- Installed new computer for the Corporation Counsel Assistant position.

The Committee reviewed and discussed a list of IT equipment for disposal.

**Motion/Second (Richter/Hiestand)** to approve disposal in accordance with policy, send on to P&I. **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	Server	1	810	Netsmart server replacement	Silicon Mechanics	\$10,909.00	\$10,909.00	Yes
					ABMX	\$13,658.95	\$13,658.95	Yes
2	Netsmart Avatar Software	1	810	Implementation, licensing, software	Netsmart	\$10,145.00	\$10,145.00	n/a
					Sole provider			

**Motion/Second (Hiestand/Toney)** to approve purchase from lowest bidder. Submit item 1 to P&I for approval. **Motion Carried.**

**9&10. Closed Session**

None

**11. Vouchers**

Vouchers were presented in the amount of \$2,255.47

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

**12. Committee Discussion**

Committee discussed the status of a committee member, committee appointments, and the committee structure.

Next meeting: June 3, 2013 - 4:30 p.m.

Agenda Item: IT Support Specialist Annual Evaluation

**13. Adjournment**

**Motion/Second (Richter/Toney)** to adjourn at 4:57 p.m. **Motion Carried.**