Green Lake County

INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: **March 1, 2010**

Time: **5:00 p.m. – 5:20 p.m.**

Place: **New building site, County Rd A**

Present:
Committee Members
    Dan Priske, Dave Richter, Deb Schubert, Maureen Schweder, Nolan Wallenfang
Also in attendance:
    Bill Hutchison, IT Director
    Deb Sweeney, Committee Secretary
    Orrin Helmer, County Board Chairman

Next Meeting: May 10, 2010 @ 5:00 p.m.

1. **Certification of Open Meeting Law**
    Deb Schubert called the meeting to order at 5:00 p.m. and certified requirements of open meeting law as being met.

2. **Approval of Agenda**
    Motion/Second (Wallenfang/Priske) to approve the March 1, 2010 agenda. **Motion Carried.**

3. **Approval of Minutes**
    Motion/Second (Richter/Schweder) to approve January 11, 2010 minutes. **Motion Carried.**

4. **Correspondence**
    None

5. **Appearances**
    None

6. **Departmental Report/Discussion**
    Department/project updates from the IT Director since last committee meeting:
    - 63 helpdesk tickets have been resolved, 62 new tickets were created and 54 are pending.
    - Recently finished moving County financial software to a new server, installation of jail inmate phone system, installing new file server at HHS, setting up new laptops and printer for the Health Unit, automated process for various software installs, and creating several HHS new employee accounts.
    - IT Director recently reviewed the IT policy at the January department head meeting.
    - Currently testing and evaluating printers for future purchases.
    - IT Director and IT Assistant recently finished training on the new network equipment.
    - PC energy initiative started.
    - Berlin PD connection to the courthouse has been updated.
    - Treasurer has begun using an electronic appraisal program through GCS software.

    Building project
    - Pre-move meeting with all circuit vendors has been scheduled.
    - Health & Human Services is set to move sometime in June with the remaining offices 6 or 7 weeks later. IT resources will be setup sometime in May.

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	Asrock ION 330pro computers	15	810	Replacements	NewEgg	$405.73	$6,085.95	Yes
					Sole Provider			
2	Windows Server 2008 Std lic	3	214	Additional server licenses	CDW	$452.01	$1,356.03	n/a
					State Contract			

Motion/Second (Richter/Wallenfang) to approve purchases from lowest bidder. **Motion Carried.**

8&9. Closed Session
   None

10. Vouchers
   None

11. Committee Discussion
   Next meeting: May 10, 2010 @ 5:00 p.m.
   Agenda items: Temporary staffing.

12. Adjournment
   Motion/Second (Richter/Wallenfang) to adjourn at 5:20 p.m. **Motion Carried.**

Committee toured the new facility after the meeting.