



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: July 14, 2008
Time: 5:00 p.m. – 5:15 p.m.
Place: Green Lake County Board Room

Present:

Committee Members

Dan Priske, Deb Schubert, Maureen Schweder, Nolan Wallenfang

Also in attendance:

Bill Hutchison, IT Director
Deb Sweeney, Committee Secretary

Not in attendance:

Dave Richter

Next Meeting: August 11, 2008 @ 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 (Priske/Schweder) to approve July 14, 2008 agenda. **Motion Carried.**

3. Approval of Minutes

Motion/Second (Wallenfang/Schweder) to approve May 5, 2008 minutes. **Motion Carried.**

4. Correspondence

None

5. Appearances

None

6. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 79 helpdesk tickets have been resolved, 91 tickets have been created and 59 are pending.
- Upgrades in progress on computers running Windows 2000 to Windows XP.
- During a weather-related power outage last Thursday, generators at the Courthouse worked as planned, keeping systems running. Maintenance has worked hard getting generators in good working order. Systems at Health & Human Services lost power after UPS batteries were exhausted. All HHS systems restarted on Friday, with a loss of a hard drive on one of the servers.
- During the storms and flooding in June, several postings and informational updates were done on the external website.
- Preparation in progress for the fair at the end of July. UWEX software has been upgraded and networking equipment will be setup at the fairgrounds.
- Several employee network account changes, updates, additions have been done.
- IT Department has starting using county-wide implemented timesheet procedures.
- Employee portal scheduled to be upgraded 3rd week of July.
- IT Director has been evaluating email message archivers and file storage servers for future purchase.

2009 budget update

Letter was sent to department heads requesting any 2009 IT budget items be submitted by July 14th. Assembling the 2009 IT budget will be done over the next month.

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	Dell Vostro computer	1	810	Replacement PC	Dell	\$618.00	\$618.00	Yes
					State Contract			
2	HP P4015TN printer	1	810	Replacement printer	Tech Resource Advisors	\$1,637.00	\$1,637.00	Yes
					GovConnection	\$1,607.65	\$1,607.65	Yes

Motion/Second (Schweder/Wallenfang) to approve purchases from lowest bidder. Submit items 1&2 to P&I for approval.
Motion Carried.

8&9. Closed Session

None

10. Vouchers

Vouchers were presented in the amount of \$2,699.32.

Motion/Second (Priske/Wallenfang) to approve vouchers as presented. **Motion Carried.**

11. Committee Discussion

Next meeting: August 11, 2008 @ 5:00 p.m.

Agenda items: 2009 budget, IT Director's annual review.

12. Adjournment

Motion/Second (Wallenfang/Schweder) to adjourn at 5:15 p.m. **Motion Carried.**

Dan Priske, Maureen Schweder and Nolan Wallenfang took a walk-through facilities tour with the IT Director after the meeting.