



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: December 2, 2013

Time: 4:30 p.m. – 4:53 p.m.

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

Present: Chip Hiestand, Dave Richter, Gail Schroeder, Deb Schubert

Absent: Nick Toney

Also in attendance: Bill Hutchison - IT Director, Deb Sweeney - Committee Secretary

Next Meeting: February 3, 2014 - 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/Schroeder) to approve the December 2, 2013 agenda. **Motion Carried.**

3. Pledge of Allegiance was recited.

4. Approval of Minutes

Motion/Second (Schroeder/Hiestand) to approve the October 7, 2013 minutes. **Motion Carried.**

5. Correspondence

None.

6. Appearances

None

7. Department/Committee Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 44 helpdesk tickets have been created, 67 resolved and 32 remain open.
- Four new computers accounts created since last meeting.
- IT Support Assistant attended alio training.
- New computers installed in various departments.
- Installed Sheriff's Office Verizon cell data modems for patrol computers.
- Submitted capital outlay plan for the IT Department.
- Completed moving mailboxes and data to new email server.
- Spillman software updated.
- Treasurer's software scheduled to be updated.
- Preventive maintenance done on the building UPS's. One bad battery in the dispatch unit has been replaced.
- Failed drives replaced in servers and desktops.
- Upgraded US Cellular cell data modems.

Committee reviewed a letter prepared by the IT Director for approval of committed funds.

Motion/Second (Richter/Hiestand) to approve request for committed funds as shown on the IT Director's letter.

Motion Carried.

Committee discussed the possibility of another intern and asked the IT Director to consider reaching out to neighboring schools.

8. Purchase Requests

2013 Budget

Item #	Item	Qty	*Acct #	Reason for Purchase	Vendor	Price per Item	Total	Delivered Price?
1	Enterasys Power Supply	1	233/234	Additional power supply	CDW	\$1,025.00	\$1,025.00	Yes
					SHI	\$1026.11	\$1,026.11	Yes

2014 Budget

Item #	Item	Qty	*Acct #	Reason for Purchase	Vendor	Price per Item	Total	Delivered Price?
1	Server	1	810	Replacement	Silicon Mechanics	\$6,717.80	\$6,717.80	Yes
					Weidenhammer	\$8,675.50	\$8,675.50	Yes

Motion/Second (Richter/Schroeder) to approve purchase from lowest bidder. Submit items to P&I for approval.

Motion Carried.

9&10. Closed Session

None

11. Vouchers

Vouchers were presented in the amount of \$1,870.50.

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

12. Committee Discussion

Next meeting: February 3, 2014 - 4:30 p.m.

13. Adjournment

Motion/Second (Richter/Hiestand) to adjourn at 4:53 p.m. **Motion Carried.**