



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

The following documents are included in the packet for the Information Technology Committee meeting on October 2, 2017:

- 1) Cover letter
- 2) Agenda
- 3) Draft minutes from the August 2017 meeting
- 4) Purchase requests
- 5) 2017 budget standings



Information Technology Department

571 County Road A, Green Lake, WI 54941 (920) 294-4160

From: Bill Hutchison

To: IT Committee Members

Date: September 27, 2017

Re: October 2017 IT Committee Meeting

All,

Enclosed is your packet for our meeting on **Monday, October 2nd at 5:30pm** to be held in the meeting room #0903 (Lower Level – West Wing) at the Green Lake County Government Center, 571 County Road A, Green Lake.

Attached are:

- Agenda for the October 2nd meeting
- August 2017 Meeting Minutes
- Purchase requests
- 2017 Budget Standings

See you at the meeting,

Bill Hutchison
Information Technology Director
Green Lake County



GREEN LAKE COUNTY
Information Technology Department

Bill Hutchison – Director of Information Technology
920-294-4160

Information Technology Committee
Meeting Notice

Date: October 2, 2017 Time: 5:30 PM
Meeting Room #0903, Green Lake County Government Center
571 County Road A, Green Lake WI

AGENDA

Committee Members

Preston Hiestand
Katie Mehn
Gail Schroder
Nick Toney, Vice-Chair
Joy Waterbury, Chair

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: August 14, 2017
6. Public Comment (3 minute limit)
7. Appearances
8. Correspondence
 - Letter from Corporation Counsel
9. Department/Committee Discussion
 - Highlights & Project Updates
10. Purchase Requests
 - Approve Items
 - Items to P&I
11. Upcoming Committee Activity
 - Future Meeting Date: December 4, 2017
 - Future Agenda Items for Action and Discussion
12. Adjourn

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the Information Technology Department, 294-4160, no later than 3 days before date of the meeting.



**GREEN LAKE COUNTY
INFORMATION TECHNOLOGY COMMITTEE MINUTES
August 14, 2017**

CALL TO ORDER

Joy Waterbury called the meeting of the Information Technology Committee to order at 5:30 p.m. in the Green Lake County Government Center, County Board Room #0902, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Chip Hiestand, Katie Mehn, Gail Schroeder, Nick Toney (by phone), Joy Waterbury
Also Present: Bill Hutchison, Deb Sweeney

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

Motion/Second (Schroeder/Hiestand) to approve the agenda. Motion carried.

MINUTES

Motion/Second (Mehn/Hiestand) to approve the corrected June 5, 2017 minutes. Motion carried.

PUBLIC COMMENTS – None

APPEARANCES

CORRESPONDENCE – Committee reviewed a letter from Corporation Counsel informing them of her department's use of a case management program. Schroeder questioned the wording on item #13. Does the program redact information satisfying the State statute?

DEPARTMENT/COMMITTEE REPORT

Department/project updates since the last meeting from the IT Director.

- 48 helpdesk tickets have been created, 44 resolved and 12 remain open.
- 10 new employee accounts created.
- Department has been busy preparing the 2018 budget.
- County Administrator has requested the IT department take over the management of all copiers and fax machines in 2018. A managed print service would be implemented in 2018 for better utilization of devices.
- Continuous patches and upgrades completed on laptops and desktops.
- Avatar, alio, and RPM recently upgraded.
- Setup and teardown of network connectivity for UWEX personnel at the fair.
- Preventative maintenance was completed on the main UPS batteries.

Committee reviewed the draft 2018 budget summary sheets. The budget is complete except for costs to implement the managed print service. Discussion was held.

Committee reviewed a resolution creating two additional IT Support Specialist positions. One position shall be filled no earlier than April 1, 2018 and the second shall be filled no earlier than October 1, 2018. Discussion was held.

Motion/Second (Toney/Mehn) to approve the resolution. Motion carried.

UPCOMING COMMITTEE ACTIVITY

Next meeting: October 2, 2017 at 5:30

ADJOURNMENT

Motion/Second (Mehn/Schroeder) to adjourn at 6:00 p.m. Motion carried.

Recorded by
Deb Sweeney
Committee Secretary



Green Lake County IT Department - Purchase Requests

*account number=(year)-100-25-51450-xxx-000

Item #	Item	Quantity	*Account Number	Reason for Purchase	Vendor	Price per Item	Total	Delivered Price?
1	HP Z240 desktop computer	5	810	Land Cons, GIS	PDS	\$1,812.40	\$9,062.00	Yes
					State Contract			
2	Alio Purchase Card module	1	810	Manage credit card charges	Weidenhammer	\$3,258.00	\$3,258.00	n/a
					Sole Provider			

For 01/01/17 - 12/31/17

Expenditure Summary Report

FJEXS01A

Periods 01 - 13

Informational Tech

100-25 EXP

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
25 Informational Tech						
17-100-25-51450-110-000 Salaries	144,140.67	.00	91,144.64	91,144.64	52,996.03	63.23
17-100-25-51450-151-000 Social Security	11,026.76	.00	7,389.40	7,389.40	3,637.36	67.01
17-100-25-51450-153-000 Ret. Employer Share	9,801.57	.00	6,783.52	6,783.52	3,018.05	69.21
17-100-25-51450-154-000 Health Insurance	38,745.09	.00	26,830.08	26,830.08	11,915.01	69.25
17-100-25-51450-155-000 Life Insurance	389.52	.00	301.68	301.68	87.84	77.45
17-100-25-51450-206-000 Maintenance Contracts	202,958.00	4,460.00	195,194.07	195,194.07	3,303.93	98.37
17-100-25-51450-214-000 Software/Hardware	43,876.00	2,537.32	33,064.34	33,064.34	8,274.34	81.14
17-100-25-51450-219-000 Support	500.00	.00	472.50	472.50	27.50	94.50
17-100-25-51450-233-000 Internet	7,500.00	.00	3,000.00	3,000.00	4,500.00	40.00
17-100-25-51450-234-000 Networking	16,092.00	.00	10,410.43	10,410.43	5,681.57	64.69
17-100-25-51450-307-000 Training	750.00	150.00	100.00	100.00	500.00	33.33
17-100-25-51450-310-000 Office Supplies	100.00	199.99	.00	.00	-99.99	199.99
17-100-25-51450-324-000 Member Dues	100.00	.00	.00	.00	100.00	.00
17-100-25-51450-329-000 Subscriptions	500.00	.00	.00	.00	500.00	.00
17-100-25-51450-330-000 Travel	500.00	82.00	292.11	292.11	125.89	74.82
17-100-25-51450-810-000 Capital Equipment	36,550.00	.00	19,287.68	19,287.68	17,262.32	52.77
17-101-25-51450-999-001 Carryover IT UPS Batteries	3,321.41	.00	.00	.00	3,321.41	.00
25 Informational Tech	516,851.02	7,429.31	394,270.45	394,270.45	115,151.26	77.72