



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: May 23, 2011

Time: 4:30 p.m. – 5:31 p.m.

Place: Public Meeting Room – Green Lake County Government Center

Present:

Committee Members

Chip Hiestand, Susan McConnell, Dave Richter, Deb Schubert, Nolan Wallenfang

Also in attendance:

Dan Priske, County Board Chair

Bill Hutchison, IT Director

Deb Sweeney, Committee Secretary

Next Meeting: August 1, 2011 @ 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 (Wallenfang/Richter) to approve the May 23, 2011 agenda. **Motion Carried.**

3. Approval of Minutes

Motion/Second (Wallenfang/Richter) to approve the April 4, 2011 minutes. **Motion Carried.**

4. Correspondence

Letter from Mark Slate informing he is resigning from the IT Committee.

Motion/Second (Richter/Wallenfang) to accept Mark Slate's resignation. **Motion Carried.**

5. Appearances

None

6. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 52 helpdesk tickets have been resolved, 33 open and 36 created.
- It's been one year since the IT Department moved to the new facility. The addition move was completed April 7 – 9.
- Roll outs to Windows 7 and Office 2010 are ongoing.
- Dispatch center voice recorder is now on the new phone PRI. Old analog lines have been moved to the PRI which changed how those calls are recorded. This change applied to extension traffic in dispatch only.
- The Federal government is mandating an automated financial interface between the counties and the State for WiSACWIS.
- Guard1 software program for the jail is being requested by the Sheriff.
- The Treasurer is investigating switching credit card processing companies for payments. Card swipe and phone payment options will be added.
- One cooling unit in the server room has had ongoing issues. Maintenance is working on getting the problems resolved.

The Committee reviewed and discussed a list of old IT equipment to be disposed.

Motion/Second (Wallenfang/Richter) to approve disposal of items at the discretion of the IT Director. **Motion Carried.**

The Committee reviewed and discussed the Media Disposal Policy prepared by the IT Director. The Committee recommended some grammatical changes.

Motion/Second (Richter/Wallenfang) to adopt the policy subject to changes and approval by Corporation Counsel. Corporation Counsel to advise if a resolution is required or anything further to make it a formal County policy. **Motion Carried.**

Policy should be sent to P&I for their information and emailed to department heads once it has been adopted.

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 | Desktop computer | 1 | 810 | Replacement for GIS | ABMX | \$1,424.93 | \$1,424.93 | No |
| | | | | | Dell | \$1,608.95 | \$1,608.95 | |

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

8&9. Closed Session

Motion/Second (Richter/McConnell) to move into closed session in accordance with §19.85(1)(c). **Roll call vote unanimous.**

Motion/Second (Wallenfang/Richter) to move back into open session. **Motion Carried.**

Motion/Second (Richter/Wallenfang) and to accept the annual evaluation of Deb Sweeney and forward it to her personnel file. **Motion Carried.**

10. Vouchers

Vouchers were presented in the amount of \$5,856.23

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

11. Committee Discussion

Future agenda items: 2012 Budget

Next meeting: August 1, 2011 @ 4:30 p.m.

12. Adjournment

Motion/Second (Wallenfang/McConnell) to adjourn at 5:31 p.m. **Motion Carried.**