



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: December 3, 2012
Time: 4:30 p.m. – 5:22 p.m.
Place: Meeting Room #0903 – Green Lake County Government Center

Present:

Committee Members

Chip Hiestand, Dave Richter, Deb Schubert

Absent: Nick Toney, Nolan Wallenfang

Also in attendance:

Bill Hutchison, IT Director
 Deb Sweeney, Committee Secretary

Next Meeting: February 4, 2013 - 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. Pledge of Allegiance was recited.

3. Approval of Agenda

Motion/Second (Richter/Hiestand) to approve the December 3, 2012 agenda. **Motion Carried.**

4. Approval of Minutes

Motion/Second (Richter/Hiestand) to approve the October 1, 2012 minutes. **Motion Carried.**

5. Correspondence

None

6. Appearances

None

7. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 52 helpdesk tickets have been resolved, 38 opened and 59 created.
- Used laptop setup in the jail to allow inmates to research statutes electronically.
- Preparing for newly created positions.
- IT Director presented departmental report at the last County Board meeting.
- IT Director collaborating on changes within the new policy and procedures handbooks.
- IT Director is assisting with the decision in switching to all electronic digital distribution for County Board Supervisors.
- Approximately ten computers remain to be upgraded to Windows 7.
- Experienced hardware failures with firewall and dispatch computers.
- Numerous software upgrades completed.

Committee discussed the status of the IT department student intern.

8. Purchase Requests

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

2012 Budget

Item #	Item	Qty	*Acct #	Reason for Purchase	Vendor	Price per Item	Total	Delivered Price?
1	Server	1	810	Mail server replacement	Silicon Mechanics	\$10,126.00	\$10,126.00	Yes
					ABMX	\$10,458.88	\$10,458.88	Yes
2	Website update	1	219	County website programming	Wisnet	\$6,110.00	\$6,110.00	n/a
					Sole provider			
3	Fujitsu fi6230z scanner	1	810	Replacement for HHS	SHI	\$1,398.34	\$1,398.34	Yes
					CDW	\$1,494.86	\$1,494.86	Yes

Item #	Item	Qty	*Acct #	Reason for Purchase	Vendor	Price per Item	Total	Delivered Price?
1	Spillman Data Migration	1	214	Data migration services	Spillman	\$13,879.00	\$13,879.00	n/a
					Sole Provider			
2	Server	1	810	Spillman server replacement	CDW	\$14,404.12	\$14,404.12	Yes
					Netsmart	\$28,097.00	\$28,097.00	Yes

Motion/Second (Richter/Hiestand) to approve purchase from lowest bidder. Submit item 1 from 2012 budget and item 2 from 2013 budget to P&I for approval. **Motion Carried.**

9&10. Closed Session

None

11. Vouchers

Vouchers were presented in the amount of \$15,843.49

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

12. Committee Discussion

Next meeting: February 4, 2013 - 4:30 p.m.

13. Adjournment

Motion/Second (Richter/Hiestand) to adjourn at 5:22 p.m. **Motion Carried.**