



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: February 3, 2014

Time: 4:30 p.m. – 4:48 p.m.

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

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

Also in attendance: Bill Hutchison - IT Director, Deb Sweeney - Committee Secretary, Jack Meyers - County Board Chairman

Next Meeting: April 7, 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. Pledge of Allegiance was recited.

Motion/Second (Toney/Richter) to seat Chip Hiestand at 4:32 p.m. **Motion Carried.**

3. Approval of Agenda

Motion/Second (Toney/Richter) to approve the February 3, 2014 agenda. **Motion Carried.**

4. Approval of Minutes

Motion/Second (Richter/Schroeder) to approve the December 2, 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, 49 helpdesk tickets have been created, 46 resolved and 34 remain open.
- Five new computer accounts created since last meeting.
- Wrapped up end of year purchases.
- Treasurer and County Clerk's main software applications have been updated.
- Updated and installed new hardware and software for the security/jail DVR viewing stations.
- Changes by our ISP required external DNS updates.
- Register of Deeds is now using CSC for e-recording.
- Employees are now using the Employee Portal to access pay and leave records.
- Installed a scanner in the Veteran Service Office for scanning documents.
- Setup office in HHS for use by Christine Anne Center and Marketplace
- Three day onsite meetings held for upcoming HHS Avatar software upgrade.
- Server RAID battery maintenance completed.

Committee reviewed the annual report that the IT Director will be submitting and presenting at the February County Board meeting.

Committee reviewed the committed funds request to use the remaining monies from 2013 206-810 accounts and the 999 carryover account, for a total of \$9,025.73 toward the battery scheduled maintenance purchase request.

Motion/Second (Richter/Hiestand) to approve putting \$9,025.73 into the 999 carryover account. **Motion Carried.**

8. 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	HP CP5225dn Printer	1	810	Highway Commissioner	CDW	\$1,593.75	\$1,593.75	Yes
					Tech Resource Advisors	\$1,593.75	\$1,593.75	Yes
2	Liebert UPS batteries	1	206/810/999	Schedule maintenance	Access	\$19,005.00	\$19,005.00	Na
					Sole provider			

Motion/Second (Richter/Toney) 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 \$1,301.58.

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

12. Committee Discussion

Next meeting: April 7, 2014 - 4:30 p.m.

13. Adjournment

Motion/Second (Richter/Hiestand) to adjourn at 4:48 p.m. **Motion Carried.**