



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: August 13, 2012
Time: 4:30 p.m. – 5:05 p.m.
Place: Training Room – Green Lake County Government Center

Present:
Committee Members

Chip Hiestand, Dave Richter, Deb Schubert, Nick Toney, Nolan Wallenfang

Also in attendance:

Jack Meyers, County Board Chairman
 Bill Hutchison, IT Director
 Deb Sweeney, Committee Secretary
 Sue Wendt, Committee Alternate
 Bill and Nash Reininger
 Christine Schultz, Green Lake High School

Next Meeting: October 1, 2012 - 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 August 13, 2012 agenda. **Motion Carried.**

4. Approval of Minutes

Motion/Second (Richter/Hiestand) to approve the July 30, 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 on May 7th, 96 helpdesk tickets have been resolved, 35 open and 90 were created.
- Prepared 2013 department budget.
- Part-time position preparation.
- Continue to work on desktop pc upgrades.
- Numerous department software upgrades completed.

Committee reviewed and discussed the proposed 2013 IT department budget.

Motion/Second (Richter/Wallenfang) to approve the proposed 2013 budget as presented on the three sheets and send it on to the County Clerk. **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	Petrovend Phoenix	1	214	Software upgrade	US Petroleum	\$570.00	\$570.00	n/a
					Sole Provider			
2	Lenovo ThinkPad T520	2	810	Replacement computers	CDW	\$1,630.41	\$3,260.82	Yes
					WI State Contract			
3	Dell T3500 computers	3	810	Replacement computers	Dell	\$1,954.00	\$5,862.00	Yes
					WI State Contract			

Motion/Second (Toney/Richter) to approve purchase from lowest bidder. Submit items 2&3 to P&I for approval. **Motion Carried.**

9&10. Closed Session

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

Motion/Second (Richter/Toney) to move back into open session. **Roll call vote unanimous.**

Motion/Second (Richter/Wallenfang) to accept the annual evaluation of Bill Hutchison. **Motion Carried.**

11. Vouchers

Vouchers were presented in the amount of \$9,002.66

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

- 12.** Christine Schultz from Green Lake High School discussed the vocational transition placement for Nash Reininger. As part of an off-campus experience, Nash would work with the IT Department one to two hours per day when school is in session during the 1st semester with an option to continue for another semester.

Nash answered questions from committee members.

13. Committee Discussion

Next meeting: October 1, 2012 - 4:30 p.m.

14. Adjournment

Motion/Second (Wallenfang/Hiestand) to adjourn at 5:05 p.m. **Motion Carried.**