



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 October 2017 meeting
- 4) 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: November 28th, 2017

Re: December 2017 IT Committee Meeting

All,

Enclosed is your packet for our meeting on **Monday, December 4th 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 December 4th meeting
- October 2017 Meeting Minutes
- 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: December 4, 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: October 2, 2017
6. Public Comment (3 minute limit)
7. Appearances
8. Correspondence
9. Department/Committee Discussion
 - Highlights & Project Updates
10. Purchase Requests
 - Approve Items
 - Items to P&I
11. Upcoming Committee Activity
 - Future Meeting Date: February 5, 2018
 - 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
October 2, 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, Committee Room #0903, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Chip Hiestand, Katie Mehn, Gail Schroeder, Joy Waterbury
Also Present: Bill Hutchison, Deb Sweeney, Cathy Schmit
Absent: Nick Toney

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

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

MINUTES

Motion/Second (Hiestand/Schroeder) to approve the August 14, 2017 minutes. Motion carried.

PUBLIC COMMENTS – None

APPEARANCES

CORRESPONDENCE – Committee reviewed a letter from Corporation Counsel regarding the status of the resolution creating two new positions in the IT Department. Discussion was held.

DEPARTMENT/COMMITTEE DISCUSSION

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

- 42 helpdesk tickets have been created, 43 resolved and 15 remain open.
- Submitted draft IT Department 2018 budget.
- Deb Sweeney and Liz Otto attended training on ETF reporting.
- Beginning to transition management of copier/faxes/multifunction devices to the IT Dept.
- Monthly security patches applied.
- 7 new employee accounts created.
- Upgrades to Alio, Alio Employee Portal, anti-virus, and desktop management software completed.
- Upgraded Avatar and assisted HHS getting setup with treatment plans.
- Assisted Emergency Management get ready for their railroad drill.
- Bill Hutchison and Deb Sweeney will be attending training on networking equipment.

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 Z240 desktop computer	5	810	Land Cons, GIS	PDS	\$1,812.40	\$9,062.00	Yes
					State Contract			
2	Alio purchase card module		810	Manage credit card charges	Weidenhammer	\$3,258.00	\$3,258.00	n/a
					Sole provider			

Motion/Second (Mehn/Hiestand) to approve purchases and send to P&I for approval. Motion carried.

UPCOMING COMMITTEE ACTIVITY

Next meeting: December 4, 2017 at 5:30 p.m.

ADJOURNMENT

Motion/Second (Mehn/Schroeder) to adjourn at 6:03 p.m. Motion carried.

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	124,490.24	124,490.24	19,650.43	86.37
17-100-25-51450-151-000 Social Security	11,026.76	.00	9,853.99	9,853.99	1,172.77	89.36
17-100-25-51450-153-000 Ret. Employer Share	9,801.57	.00	9,051.04	9,051.04	750.53	92.34
17-100-25-51450-154-000 Health Insurance	38,745.09	.00	35,766.36	35,766.36	2,978.73	92.31
17-100-25-51450-155-000 Life Insurance	389.52	.00	441.06	441.06	-51.54	113.23
17-100-25-51450-206-000 Maintenance Contracts	202,958.00	4,526.00	226,327.25	226,327.25	-27,895.25	113.74
17-100-25-51450-214-000 Software/Hardware	43,876.00	424.95	42,268.48	42,268.48	1,182.57	97.30
17-100-25-51450-219-000 Support	500.00	.00	503.75	503.75	-3.75	100.75
17-100-25-51450-233-000 Internet	7,500.00	.00	10,500.00	10,500.00	-3,000.00	140.00
17-100-25-51450-234-000 Networking	16,092.00	.00	13,003.97	13,003.97	3,088.03	80.81
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	.00	199.99	199.99	-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	133.90	401.25	401.25	-35.15	107.03
17-100-25-51450-810-000 Capital Equipment	36,550.00	4,172.62	28,349.68	28,349.68	4,027.70	88.98
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	9,407.47	501,257.06	501,257.06	6,186.49	98.80