The following documents are included in the packet for the Information Technology Committee meeting on October 4, 2016:

1) Cover letter

2) Agenda

3) Draft minutes from the August 2016 meeting

4) 2016 budget standings

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Information Technology Department

571 County Road A, Green Lake, WI 54941 (920) 294-4160

From: Bill Hutchison

To: IT Committee Members

Date: September 28th, 2016

Re: October 2016 IT Committee Meeting

All,

Enclosed is your packet for our meeting on **Tuesday, October 4th at** 6**:00pm** 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 October 4th meeting
- August 2016 Meeting Minutes
- 2016 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: October 4, 2016   Time: 6:00 PM
Meeting Room #0903, Green Lake County Government Center
571 County Road A, Green Lake WI
AGENDA

Committee Members	
Committee Members Preston Hiestand Katie Mehn Gail Schroder Nick Toney Joy Waterbury	1. Call to Order 2. Certification of Open Meeting Law 3. Pledge of Allegiance 4. Agenda 5. Minutes: August 9, 2016 6. Public Comment (3 minute limit) 7. Appearances ▪ Scott Weir – Maintenance Supervisor 8. Server Room Tour 9. Correspondence 10. Department/Committee Discussion ▪ Highlights & Project Updates 11. Purchase Requests ▪ Approve Items ▪ Items to P&I 12. Vouchers 13. Upcoming Committee Activity ▪ Future Meeting Date: December 6, 2016 ▪ Future Agenda Items for Action and Discussion 14. 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.

CALL TO ORDER
Joy Waterbury called the meeting of the Information Technology Committee to order at 6:00 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: Katie Mehn, Gail Schroeder, Nick Toney, Joy Waterbury
Also Present: Bill Hutchison, Deb Sweeney
Absent: Chip Hiestand

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

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

MINUTES
Motion/Second (Schroeder/Mehn) to approve the June 7, 2016 minutes. Motion carried.

PUBLIC COMMENTS – None

APPEARANCES – None

CORRESPONDENCE – None

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

- 36 helpdesk tickets have been created, 28 resolved and 23 remain open.
- 4 new employee accounts created.
- 2017 proposed budget prepared.
- Patching/upgrades/repairs completed.
- Setup network connectivity for UWEX personnel at the fair.

Committee reviewed and discussed the IT 2017 proposed budget.
Motion/Second (Toney/Mehn) to approve the 2017 IT budget as presented and send on to Finance. Motion carried

The food pantry software has been selected and being implemented.

The HVAC system in the IT area still does not function correctly. Committee would like the matter discussed/reviewed at the next meeting.

PURCHASE REQUESTS – None

VOUCHERS
Vouchers were presented in the amount of $8,117.83.
Motion/Second (Toney/Schroeder) to approve vouchers as presented. Motion Carried

UPCOMING COMMITTEE ACTIVITY
Next meeting: October 4, 2016 at 6 p.m.
Upcoming agenda items: HVAC system, facility tour.

ADJOURNMENT
Motion/Second (Schroeder/Toney) to adjourn at 6:20 p.m. Motion carried.

Account No/Description		Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
25 Informational Tech							
16-100-25-51450-110-000	Salaries	156,884.80	.00	83,413.80	83,413.80	73,471.00	53.17
16-100-25-51450-151-000	Social Security	12,001.69	.00	6,762.86	6,762.86	5,238.83	56.35
16-100-25-51450-153-000	Ret. Employer Share	9,144.22	.00	6,033.77	6,033.77	3,110.45	65.98
16-100-25-51450-154-000	Health Insurance	37,042.95	.00	25,695.36	25,695.36	11,347.59	69.37
16-100-25-51450-155-000	Life Insurance	381.96	.00	256.53	256.53	125.43	67.16
16-100-25-51450-206-000	Maintenance Contracts	198,900.00	2,957.44	192,388.78	192,388.78	3,553.78	98.21
16-100-25-51450-214-000	Software/Hardware	16,600.00	505.83	8,756.22	8,756.22	7,337.95	55.80
16-100-25-51450-233-000	Internet	7,500.00	.00	5,250.00	5,250.00	2,250.00	70.00
16-100-25-51450-234-000	Networking	16,080.00	.00	10,654.32	10,654.32	5,425.68	66.26
16-100-25-51450-307-000	Training	750.00	450.00	320.00	320.00	-20.00	102.67
16-100-25-51450-310-000	Office Supplies	100.00	.00	89.99	89.99	10.01	89.99
16-100-25-51450-324-000	Member Dues	100.00	.00	.00	.00	100.00	.00
16-100-25-51450-329-000	Subscriptions	500.00	.00	209.98	209.98	290.02	42.00
16-100-25-51450-330-000	Travel	500.00	82.00	257.04	257.04	160.96	67.81
16-100-25-51450-810-000	Capital Equipment	37,000.00	.00	5,224.41	5,224.41	31,775.59	14.12
16-101-25-51450-999-001	Carryover IT UPS Batteries	1,900.91	.00	.00	.00	1,900.91	.00
16-101-25-51450-999-002	Carryover Software - Assigned	72,579.42	.00	72,579.42	72,579.42	.00	100.00
25 Informational Tech		**567,965.95**	**3,995.27**	**417,892.48**	**417,892.48**	**146,078.20**	**74.28**