



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 April 5, 2016:

- 1) Cover letter
- 2) Agenda
- 3) Draft minutes from the December 2015 meeting
- 4) 2016 budget standings
- 5) List of items to be disposed



GREEN LAKE COUNTY Information Technology Department

Bill Hutchison – Director of Information Technology
920-294-4160

Information Technology Committee Meeting Notice

Date: April 5, 2016 Time: 5:30 PM
Meeting Room #0903, Green Lake County Government Center
571 County Road A, Green Lake WI

AGENDA

Committee Members

Preston Hiestand
David Richter
Gail Schroder
Nick Toney
Joy Waterbury

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: December 1, 2015
6. Public Comment (3 minute limit)
7. Appearances
8. Correspondence
9. Department/Committee Discussion
 - Highlights & Project Updates
 - Approve Equipment Disposal
10. Purchase Requests
 - Approve Items
 - Items to P&I
11. Vouchers
12. Upcoming Committee Activity
 - Future Meeting Date: June 7, 2016
 - Future Agenda Items For Action and Discussion
13. Adjourn

Kindly arrange to be present. If unable to do so, please notify the Information Technology Department.

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
December 1, 2015**

CALL TO ORDER

Nick Toney called the meeting of the Information Technology Committee to order at 4:30 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, Dave Richter, Gail Schroeder, Nick Toney, Joy Waterbury
Also Present: Bill Hutchison, Deb Sweeney

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

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

MINUTES

Motion/Second (Richter/Hiestand) to approve the October 6, 2015 minutes. Motion carried.

CORRESPONDENCE – None

APPEARANCES – None

DEPARTMENT/COMMITTEE DISCUSSION

Department/Project updates from the IT Director:

- Since last committee meeting, 28 helpdesk tickets have been created, 31 resolved and 11 remain open.
- 3 new employee accounts created since the last meeting.
- Deb Sweeney, Angie Petruske, and Liz Otto recently attended the alio user's group conference.
- IT Director continues to work with HHS on the Avatar system.
- Systems/software being reconfigured to accommodate vacated employee positions.
- Recently completed software upgrades/installs at Highway.
- Setup the option to upload committee packets via the County website.
- VSO office recently switched from VIMS to VetraSpec.
- GCS and alio software scheduled for updates.

Committee reviewed the 2016 Request for Committed Funds request. **Motion/Second (Waterbury/Richter)** to approve the request for committed funds and send it on to Finance. Motion Carried.

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	Cache Elite Licenses	5	810	Licenses Avatar software	Netsmart	\$853.00	\$4,265.00	n/a
					Sole Provider			

Motion/Second (Waterbury/Schroeder) to approve purchase. Motion carried.

CLOSED SESSION

None

VOUCHERS

Vouchers were presented in the amount of \$44,958.90.

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

UPCOMING COMMITTEE ACTIVITY

Next meeting: February 2, 2016 - 5:30 p.m.

ADJOURNMENT

Motion/Second (Wendt/Schroeder) to adjourn at 4:47 p.m. Motion carried.

For 01/01/16 - 12/31/16

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						
16-100-25-51450-110-000 Salaries	156,884.80	.00	13,442.60	13,442.60	143,442.20	8.57
16-100-25-51450-151-000 Social Security	12,001.69	.00	993.19	993.19	11,008.50	8.28
16-100-25-51450-153-000 Ret. Employer Share	9,144.22	.00	887.21	887.21	8,257.01	9.70
16-100-25-51450-154-000 Health Insurance	37,042.95	.00	6,546.15	6,546.15	30,496.80	17.67
16-100-25-51450-155-000 Life Insurance	381.96	.00	47.74	47.74	334.22	12.50
16-100-25-51450-206-000 Maintenance Contracts	198,900.00	17,599.22	156,467.01	156,467.01	24,833.77	87.51
16-100-25-51450-214-000 Software/Hardware	16,600.00	1,885.62	4,304.47	4,304.47	10,409.91	37.29
16-100-25-51450-233-000 Internet	7,500.00	.00	750.00	750.00	6,750.00	10.00
16-100-25-51450-234-000 Networking	16,080.00	.00	2,663.58	2,663.58	13,416.42	16.56
16-100-25-51450-307-000 Training	750.00	150.00	120.00	120.00	480.00	36.00
16-100-25-51450-310-000 Office Supplies	100.00	.00	.00	.00	100.00	.00
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	.00	.00	500.00	.00
16-100-25-51450-330-000 Travel	500.00	.00	.00	.00	500.00	.00
16-100-25-51450-810-000 Capital Equipment	37,000.00	.00	.00	.00	37,000.00	.00
25 Informational Tech	493,485.62	19,634.84	186,221.95	186,221.95	287,628.83	41.71

Asset Tag	Description	Asset Type	Purchase Date
1654	Micron ClientPro CR S	computer	1/9/2002
1753	Dell OptiPlex 620	computer	2/21/2006
1784	Dell OptiPlex GX520	computer	6/26/2006
1920	Dell ClientPro 585B	computer	3/24/2008
1980	Dell Precision T3400	computer	1/14/2009
1984	Dell Precision T3400	computer	1/14/2009
1985	Dell Precision T3400	computer	1/14/2009
1987	Dell Precision T3400	computer	1/14/2009
1990	Dell Precision T3400	computer	1/14/2009
1992	Dell Precision T3400	computer	1/14/2009
1993	Dell Precision T3400	computer	1/14/2009
2019	Dell Precision T3400	computer	1/14/2009
2024	Dell Precision T3400	computer	1/14/2009
2029	Dell Precision T3400	computer	1/14/2009
2030	Dell Precision T3400	computer	1/14/2009
2056	Dell Precision T3400	computer	1/14/2009
2068	Dell OptiPlex 360	computer	10/9/2009
2072	Dell Precision T3400	computer	1/14/2009
2169	AsRock Ion330	computer	5/17/2010
1825	Apple MacBook	laptop	7/10/2006
1826	Apple MacBook	laptop	7/10/2006
1607	HP L1730	monitor	2/19/2004
1966	Planar PX212M	monitor	1/13/2009
1967	Planar PX212M	monitor	1/13/2009
1968	Planar PX212M	monitor	1/13/2009
2002	Dell 1908FP	monitor	1/12/2009
2140	Dell 2208WFP	monitor	1/9/2009
1112	APC Back-UPS 650MC	UPS	11/21/2002
2226	APC Back-UPS 900	UPS	1/4/2010
2499	APC Back-UPS 900	UPS	1/4/2010
	Neovo SX19A	monitor	
	Neovo SX19A	monitor	
	Fargo DTC 550	printer	