



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 February 5, 2018:

- 1) Cover letter
- 2) Agenda
- 3) Draft minutes from the December 2017 meeting
- 4) 2018 budget standings
- 5) Budget adjustment
- 6) 2017 IT Annual Report



Information Technology Department

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

From: Bill Hutchison

To: IT Committee Members

Date: January 31st, 2018

Re: February 2018 IT Committee Meeting

All,

Enclosed is your packet for our meeting on **Monday, February 5th 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 February 5th meeting
- December 2017 Meeting Minutes
- 2018 Budget Standings
- Budget Adjustment
- 2017 IT Annual Report

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: February 5, 2018 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: December 4, 2017
6. Public Comment (3 minute limit)
7. Appearances
8. Correspondence
9. Department/Committee Discussion
 - Highlights & Project Updates
 - Approve 2017 IT Annual Report
10. Budget Adjustments
11. Purchase Requests
 - Approve Items
 - Items to P&I
12. Upcoming Committee Activity
 - Future Meeting Date: April 2, 2018
 - Future Agenda Items for Action and Discussion
13. 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
December 4, 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, Nick Toney, Joy Waterbury
Also Present: Bill Hutchison, Deb Sweeney

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

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

MINUTES

Motion/Second (Hiestand/Toney) to approve the October 2, 2017 minutes. Motion carried.

PUBLIC COMMENTS – None

APPEARANCES – None

CORRESPONDENCE – None.

DEPARTMENT/COMMITTEE DISCUSSION

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

- 44 helpdesk tickets have been created, 47 resolved and 10 remain open.
- Deb Sweeney attended the Alio Midwest Users Conference.
- 2018 IT Budget passed.
- Resolution to create two new IT positions passed.
- 6 new employee accounts created.
- Installing security patches ongoing.
- Modified/improved audio recording process of meetings in the County Board room.
- Continuing consolidation of printer/copier/faxes/multifunction devices.
- 3rd quarter Avatar patches installed.
- Main UPS preventative maintenance recently completed.
- Upgrade to GCS software completed.
- Assisted employees moving offices.
- New server UPSs installed at Highway and Fox River.
- 6 PC upgrades completed
- Bill Hutchison will be off on medical leave starting December 8th for approximately two weeks.

UPCOMING COMMITTEE ACTIVITY

Next meeting: February 5, 2018 at 5:30 p.m.

Future agenda item: Review of IT Department Annual Report

ADJOURNMENT

Motion/Second (Toney/Hiestand) to adjourn at 5:37 p.m. Motion carried.

For 01/01/18 - 12/31/18

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						
18-100-25-51450-110-000 Salaries	202,549.00	.00	2,223.04	2,223.04	200,325.96	1.10
18-100-25-51450-151-000 Social Security	15,497.00	.00	816.27	816.27	14,680.73	5.27
18-100-25-51450-153-000 Ret. Employer Share	13,573.00	.00	744.72	744.72	12,828.28	5.49
18-100-25-51450-154-000 Health Insurance	51,063.00	.00	6,077.06	6,077.06	44,985.94	11.90
18-100-25-51450-155-000 Life Insurance	858.00	.00	46.46	46.46	811.54	5.41
18-100-25-51450-206-000 Maintenance Contracts	240,738.00	19,308.72	121,019.79	121,019.79	100,409.49	58.29
18-100-25-51450-214-000 Software/Hardware	32,910.00	268.47	12,970.53	12,970.53	19,671.00	40.23
18-100-25-51450-219-000 Support	9,500.00	125.00	.00	.00	9,375.00	1.32
18-100-25-51450-233-000 Internet	9,785.00	.00	3,750.00	3,750.00	6,035.00	38.32
18-100-25-51450-234-000 Networking	20,867.00	.00	.00	.00	20,867.00	.00
18-100-25-51450-307-000 Training	3,850.00	.00	.00	.00	3,850.00	.00
18-100-25-51450-310-000 Office Supplies	450.00	.00	65.98	65.98	384.02	14.66
18-100-25-51450-324-000 Member Dues	100.00	.00	.00	.00	100.00	.00
18-100-25-51450-329-000 Subscriptions	200.00	.00	.00	.00	200.00	.00
18-100-25-51450-330-000 Travel	500.00	.00	.00	.00	500.00	.00
18-100-25-51450-810-000 Capital Equipment	.00	.00	858.00	858.00	-858.00	.00
25 Informational Tech	602,440.00	19,702.19	148,571.85	148,571.85	434,165.96	27.93

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 24, 2018
 Department: Information Technology
 Amount: \$9,850.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Apply additional Capital Outlay Reserve Funds for PaperCut Print Management Software. This is part of our Print Management system and will have a payback in reduction in department print jobs, department accountability for their prints, reduced equipment and reduced maintenance costs and well as securing prints on shared devices.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-400-00-57100-025-000	Capital Outlay Reserve - IT	\$ 499,910.00	\$ (9,850.00)	\$ 490,060.00
18-400-00-57100-025-000	Capital Outlay - IT	\$ 355,090.00	\$ 9,850.00	\$ 364,940.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Budget Adjustment

Purpose

To comply with State Statute 65.90 (5)

Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action.

Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

**Green Lake County
County Board Annual Report
2017
Information Technology Department**

Submitted to the Honorable Chairman and Board of Supervisors for Green Lake County

Highlights of the IT Departments accomplishments during 2017:

1. The IT Department continued our service and support of all County employees with immediate attention to their computing needs - whether assisting by phone, email, in person, or remotely whenever called upon.
2. For 2017, the IT department was responsible for all computers, servers, printers, network devices, and extensive number of computing applications. All are located across different facilities and interconnected for over 210 active computer users across all County departments, units, and agencies.
3. Performed continuous software upgrades and patches to improve the efficiency of County employees and their response to other departments and the public.
4. Remote access provided to more employees and their applications along with additional online services added for public access.
5. Continued protecting all PCs with on-site security patching services and anti-virus protection.
6. Performed all the IT financial and IT purchasing needs for the County.
7. Maintained the data backup system's infrastructure and operation.
8. Continually manage and handle all departments ever growing data resource needs and requirements.
9. Managed all computing accounts setup and tear down for both new and leaving employees.
10. Many desktop PC hardware upgrades to improve employee's efficiency and reliability.

11. Completed work and planning to meet the IT needs of all departments for next year's budget. Gathered all the info, researched best options, and accumulated quotes and figures for a detailed per department budget every year.
12. Maintained and extended the life of all computing hardware and software used throughout the County. We purchase high-quality equipment upfront and run it for as long as possible. We continually maintain and are proactive with future needs. We perform almost all repairs ourselves saving the County from expensive outsourcing costs.
13. Helped to facilitate increased usage by all departments of both the external and internal websites. All departments have direct, secure, access to their key areas so they can quickly and easily communicate to the public and internally to employees.
14. Continued maintaining key power protection for IT hardware at all sites.
15. Continued inventory and tagging of all new IT equipment.
16. On-going use of open-source alternatives to save future dollars. We use numerous open-source operating systems and software packages to save on both upfront licensing costs and future licensing and support costs.
17. Completed multiple major upgrades and changes to all departments' individual systems. All departments at the County have both separate and shared software systems.
18. Continued support of networking equipment at local police departments for inter-agency resource sharing.
19. Provided and managed shared equipment for checkout by any County personnel to keep costs down by promoting the continued sharing of resources.

Respectfully submitted,
William R. Hutchison
Green Lake County - Information Technology Director