



Unofficial pending Committee approval

INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: December 6, 2010
Time: 4:30 p.m. – 5:15 p.m.
Place: Public Meeting Room – Green Lake County Government Center

Present:

Committee Members

Dave Richter, Deb Schubert, Mark Slate, Nolan Wallenfang, Margaret Whirry

Also in attendance:

Bill Hutchison, IT Director
Deb Sweeney, Committee Secretary
Tony Daley, Berlin Journal
Dan Priske, Green Lake County Chairman

Next Meeting: February 7, 2011 @ 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. Approval of Agenda

Motion/Second (Wallenfang/Whirry) to approve the December 6, 2010 agenda. **Motion Carried.**

3. Approval of Minutes

Motion/Second (Whirry/Richter) to approve the October 25, 2010 minutes. **Motion Carried.**

4. Correspondence

Letter from John Selsing regarding his review of the Media Disposal Policy.

5. Appearances

None

6. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 37 helpdesk tickets have been resolved, 38 opened and 50 are pending.
- Currently testing Microsoft Office 2010.
- Working to resolve share permissions on Sheriff Department files.
- IT Assistant called in over the weekend to fix printer issue in the jail.
- Updated software in the Veteran Services, County Clerk, and Treasurer's offices.
- Electronic ticketing software on the patrol laptops was recently upgraded.
- Replaced VPN hardware at Berlin PD.
- Secure access to HVAC management computer setup.
- IT Director will be working on December 23 during tie-in of electrical for the addition.
- Dispatch move in date has still not been set.
- Met with department heads and construction personnel on new addition office plans.

Media Disposal Policy

Committee discussed the policy and made several recommendations. Differentiate between confidential and non-confidential media, confidential media will be presented to the IT Committee unless there is an urgent need at which time the Chair or Vice-Chair will be consulted, change rewritable CD to CD, and designate who physically destroys the media. The IT Director will make recommended changes for review at the next meeting.

7. 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	Visio Pro software license	1	214	IT Department	CDWG	\$314.19	\$314.19	n/a

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					State contract			
2	Fujitsu ScanSnap S1500	1	214/810	IT Department	CDWG	\$605.74	\$605.74	Yes
					State contract			
3	Lenovo ThinkPad T510 laptop	1	214/810	UW Extension	CDWG	\$1,201.99	\$1,201.99	Yes
					State contract			
4	Net5501-70 vpn board	1	214	Connection to remote site	Soekris Engineering	\$262.00	\$262.00	No
					Sole provider			
5	Krb_191_5A case	1	214	Rack mount	KD85.com	\$345	\$345	Yes
					Sole provider			
6	HP h470wbt printer	1	214/810	Health Unit	CDWG	\$366.86	\$366.86	Yes
					State contract			

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

8&9. Closed Session

None

10. Vouchers

None

11. Committee Discussion

Next meeting: February 7, 2011 @ 4:30 p.m.

Agenda items: Media Disposal Policy

12. Adjournment

Motion/Second (Wallenfang/Whirry) to adjourn at 5:15 p.m. **Motion Carried.**