



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: February 6, 2012
Time: 4:30 p.m. – 5:00 p.m.
Place: Meeting Room #0903 – Green Lake County Government Center

Present:

Committee Members

Chip Hiestand, Sue McConnell, Dave Richter, Deb Schubert, Nolan Wallenfang

Also in attendance:

Bill Hutchison, IT Director
Deb Sweeney, Committee Secretary
Vicki Bernhagen – County Clerk's Office

Next Meeting: April 2, 2012 @ 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/Richter) to approve the February 6, 2012 agenda. **Motion Carried.**

3. Approval of Minutes

Motion/Second (Richter/Wallenfang) to approve the December 5, 2011 minutes. **Motion Carried.**

4. Correspondence

None

Motion/Second (Richter/Wallenfang) To seat Sue McConnell. **Motion Carried.**

Motion/Second (Wallenfang/Richter) To seat Chip Hiestand. **Motion Carried.**

5. Appearances

Vicki Bernhagen – County Clerk's Office. Bernhagen gave a history of the phone system, offered sample reports, and explained how it works. The Committee discussed the phone system history, components, and IT's involvement.

6. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 47 helpdesk tickets have been resolved, 40 opened and 51 are pending.
- State-mandated WiSACWIS financial interface complete.
- Two Green Lake High School students recently job shadowed the IT Director.
- Continue to rollout Windows 7 and Office 2010.
- New servers being installed.
- Repaired various hardware failures on servers and desktops.
- Finished 2011 purchases.
- Completed software upgrades for various departments.

Committee reviewed a draft of the 2011 annual report prepared by the IT Director. Richter recommended a few report format changes.

Motion/Second (Wallenfang/Hiestand) to accept the 2011 IT Annual Report after revisions are made. **Motion Carried.**

Internet access for inmates update - Sergeant Gerth, IT Director and the MPTC technical representative met to discuss. MPTC representative thought this is something they could accommodate and will advise on a work schedule timeline.

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	HP 8200 Elite USDT	11	810	Replacement computers	PDS	\$536.00	\$5,896.00	yes
					State contract			
2	Lenovo ThinkPad T520 laptop	2	810	Replacement computers	CDW	\$1,180.47	\$2,360.94	yes
					State contract			
3	Lenovo ThinkPad T520 mini-dock	2	810	For use with T520 laptop	CDW	\$175.99	\$351.98	yes
					State contract			

Motion/Second (Wallenfang/Richter) to approve purchase from lowest bidder. Submit items 1 and 2 to P&I for approval.
Motion Carried.

8&9. Closed Session

None

10. Vouchers

Vouchers were presented in the amount of \$683.50

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

11. Committee Discussion

Next meeting: April 2, 2012 @ 4:30 p.m.

12. Adjournment

Motion/Second (Wallenfang/Hiestand) to adjourn at 5:00 p.m. **Motion Carried.**