



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: April 7, 2014

Time: 4:30 p.m. – 4:59 p.m.

Place: Meeting Room #0903 – Green Lake County Government Center

Present: Chip Hiestand, Dave Richter, Gail Schroeder, Deb Schubert, Nick Toney

Also in attendance: Bill Hutchison - IT Director, Deb Sweeney - Committee Secretary

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. Pledge of Allegiance was recited.

3. Approval of Agenda

Motion/Second (Richter/Hiestand) to approve the April 7, 2014 agenda. **Motion Carried.**

4. Approval of Minutes

Motion/Second (Toney/Richter) to approve the February 3, 2014 minutes. **Motion Carried.**

5. Correspondence

Letter from Nash Reininger regarding summer employment.

6. Appearances

None

7. Department/Committee Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 54 helpdesk tickets have been created, 53 resolved and 36 remain open.
- Four new employee computer accounts created since last meeting.
- Print drivers for all the County printers upgraded.
- IT Director presented the IT annual report at the February County Board meeting.
- Batteries replaced in the main UPS units at the Government Center.
- Color printer installed for the Commissioner at Highway.
- Laptop installed at Highway for equipment diagnostics.
- Financial server setup and ready for migration.
- Assisting HHS Aging Unit with migration to a new SAMS system.
- New printers installed for the patrol office and HHS administrative assistant.
- New computer hardware installed for the VINE system.
- IT Director covered the IT policy at the February department head meeting.

Committee discussed Nash Reininger working as an IT Department intern for 40 hours per week through the summer.

Motion/Second (Toney/Schroeder) To approve hiring Nash Reininger as a summer intern at the same rate as last year. **Motion Carried.**

8. 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	Panasonic CF-31 laptop	1	810	Boat Patrol	Baycom	\$3,725.00	\$3,725.00	Yes
					State Contract			
2	SimpleCulverts software	1	810	Highway	Rowekamp	\$1,500.00	\$1,500.00	n/a
					Sole provider			
3	Training	1	219	Alio Intelligence Training	Weidenhammer	\$2,500.00	\$2,500.00	n/a
					Sole Provider			

Motion/Second (Richter/Hiestand) to approve purchase from lowest bidder. Submit item #1 to P&I for approval. **Motion Carried.**

9&10. Closed Session

None

11. Vouchers

Vouchers were presented in the amount of \$8,019.49.

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

12. Committee Discussion

Committee discussed the use of GoToMeeting which was brought up during a P&I Committee meeting. The IT Director is to follow up with the County Clerk.

Next meeting: June 2, 2014 - 4:30 p.m.

Agenda Items: Election of Officers, IT Support Specialist annual evaluation.

13. Adjournment

Motion/Second (Richter/Toney) to adjourn at 4:59 p.m. **Motion Carried.**