



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: October 7, 2013

Time: 4:30 p.m. – 5:06 p.m.

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

Present:

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

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

Next Meeting: December 2, 2013 - 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 (Toney/Richter) to approve the October 7, 2013 agenda. **Motion Carried.**

3. Pledge of Allegiance was recited.

4. Approval of Minutes

Motion/Second (Richter/Schroeder) to approve the August 12, 2013 minutes. **Motion Carried.**

5. Correspondence

None.

6. Appearances

None

7. Department/Committee Discussion

Department/Project updates from the IT Director:

- Since last committee meeting, 52 helpdesk tickets have been created, 42 resolved and 54 remain open.
- Eleven new employee accounts created since last meeting.
- ArcGIS software installed in Land Conservation to replace outdated ArcView software.
- Upgrade to Tracs 10 is complete.
- Computer installed in HHS lobby to accommodate Marketplace registrations.
- Employee mailboxes being migrated to new email server.
- Sign inventory software and replacement laptop installed at Highway.
- HHS new RMS required two servers which are now operational. HHS staff is working on the migration from their old system to the new.
- Employee portal available externally for employees.
- IT Director attended WCA conference in Madison.
- New computer installed at Fox River Industries.
- IT Support Specialist will be attending alio training in November.

Committee discussed how the IT Department fails to receive timely notification about employees, interns, volunteers, and students that require new computer accounts or if an account should be removed/disabled. The IT Director should draft a letter to the Committee recapping the issues.

Committee reviewed and discussed the proposed IT Capital Outlay Plan prepared by the IT Director.

Motion/Second (Hiestand/Toney) To accept the IT Capital Outlay Plan and forward it to the County Clerk. **Motion Carried.**

Committee discussed if having an intern worked well and possibility of having another one in the future.

8. Purchase Requests

None.

9&10. Closed Session

None

11. Vouchers

Vouchers were presented in the amount of \$2,000.

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

12. Committee Discussion

Next meeting: December 2, 2013 - 4:30 p.m.

13. Adjournment

Motion/Second (Toney/Richter) to adjourn at 5:06 p.m. **Motion Carried.**