



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 8, 2016:

- 1) Cover letter
- 2) Agenda
- 3) Draft minutes from the December 2015 meeting
- 4) 2016 Budget Standings
- 5) 2015 IT Annual Report

Amended 02/01/2016

Amended Agenda



Information Technology Department

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

From: Bill Hutchison

To: IT Committee Members

Date: January 27th, 2016

Re: February 2016 IT Committee Meeting

All,

Enclosed is your packet for our meeting on **Tuesday, February 2nd 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 2nd meeting
- December 2015 Meeting Minutes
- 2016 Budget Standings
- 2015 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 8, 2016 Time: 5:30 PM
Meeting Room #0903, Green Lake County Government Center
571 County Road A, Green Lake WI

Amended* AGENDA

Committee Members

Preston Hiestand
David Richter
Gail Schroder
Nick Toney
Joy Waterbury

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: December 1, 2015
6. Public Comment (3 minute limit)
7. Appearances
8. Correspondence
9. Department/Committee Discussion
 - Highlights & Project Updates
 - 2015 IT Annual Report
10. Purchase Requests
 - Approve Items
 - Items to P&I
11. Vouchers
12. Upcoming Committee Activity
 - Future Meeting Date: April 5, 2016
 - Future Agenda Items For Action and Discussion
13. Adjourn

Kindly arrange to be present. If unable to do so, please notify the Information Technology Department.

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 1, 2015**

CALL TO ORDER

Nick Toney called the meeting of the Information Technology Committee to order at 4:30 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, Dave Richter, 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/Richter) to approve the agenda. Motion carried.

MINUTES

Motion/Second (Richter/Hiestand) to approve the October 6, 2015 minutes. Motion carried.

CORRESPONDENCE – None

APPEARANCES – None

DEPARTMENT/COMMITTEE DISCUSSION

Department/Project updates from the IT Director:

- Since last committee meeting, 28 helpdesk tickets have been created, 31 resolved and 11 remain open.
- 3 new employee accounts created since the last meeting.
- Deb Sweeney, Angie Petruske, and Liz Otto recently attended the alio user's group conference.
- IT Director continues to work with HHS on the Avatar system.
- Systems/software being reconfigured to accommodate vacated employee positions.
- Recently completed software upgrades/installs at Highway.
- Setup the option to upload committee packets via the County website.
- VSO office recently switched from VIMS to VetraSpec.
- GCS and alio software scheduled for updates.

Committee reviewed the 2016 Request for Committed Funds request. **Motion/Second (Waterbury/Richter)** to approve the request for committed funds and send it on to Finance. Motion Carried.

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	Cache Elite Licenses	5	810	Licenses Avatar software	Netsmart	\$853.00	\$4,265.00	n/a
					Sole Provider			

Motion/Second (Waterbury/Schroeder) to approve purchase. Motion carried.

CLOSED SESSION

None

VOUCHERS

Vouchers were presented in the amount of \$44,958.90.

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

UPCOMING COMMITTEE ACTIVITY

Next meeting: February 2, 2016 - 5:30 p.m.

ADJOURNMENT

Motion/Second (Wendt/Schroeder) to adjourn at 4:47 p.m. Motion carried.

For 01/01/16 - 12/31/16

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						
16-100-25-51450-110-000	Salaries	156,884.80	.00	.00	.00	156,884.80 .00
16-100-25-51450-151-000	Social Security	12,001.69	.00	.00	.00	12,001.69 .00
16-100-25-51450-153-000	Ret. Employer Share	9,144.22	.00	.00	.00	9,144.22 .00
16-100-25-51450-154-000	Health Insurance	37,042.95	.00	3,000.00	3,000.00	34,042.95 8.10
16-100-25-51450-155-000	Life Insurance	381.96	.00	.00	.00	381.96 .00
16-100-25-51450-206-000	Maintenance Contracts	198,900.00	4,834.65	124,030.55	124,030.55	70,034.80 64.79
16-100-25-51450-214-000	Software/Hardware	16,600.00	102.00	101.40	101.40	16,396.60 1.23
16-100-25-51450-233-000	Internet	7,500.00	.00	750.00	750.00	6,750.00 10.00
16-100-25-51450-234-000	Networking	16,080.00	.00	.00	.00	16,080.00 .00
16-100-25-51450-307-000	Training	750.00	.00	.00	.00	750.00 .00
16-100-25-51450-310-000	Office Supplies	100.00	.00	.00	.00	100.00 .00
16-100-25-51450-324-000	Member Dues	100.00	.00	.00	.00	100.00 .00
16-100-25-51450-329-000	Subscriptions	500.00	.00	.00	.00	500.00 .00
16-100-25-51450-330-000	Travel	500.00	.00	.00	.00	500.00 .00
16-100-25-51450-810-000	Capital Equipment	37,000.00	.00	.00	.00	37,000.00 .00
25 Informational Tech		493,485.62	4,936.65	127,881.95	127,881.95	360,667.02 26.91

**Green Lake County
County Board Annual Report
2015
Information Technology Department**

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

Highlights of the IT Departments accomplishments during 2015:

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. 2015 saw the IT department responsible for all computers, servers, printers, network devices, and extensive number of computing applications. All items are spread across different facilities that are interconnected for over 200 active computer users across all County departments, units, and agencies.
3. Performed numerous software upgrades and patches to continually improve the efficiency of County employees and their response to 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 deal with 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 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 outsourced 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 records management systems. All departments at the county have both separate and shared software systems.
 18. Continued support of networking equipment at local police departments to enhance inter-agency resource sharing.
 19. Handled multiple IT needs and purchases for other departments which they either did not plan for or an outside agency mandated new IT needs upon them within the year.
 20. Providing and managing 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