



## INFORMATION TECHNOLOGY COMMITTEE: Minutes

**Date:** March 12, 2007  
**Time:** 5:00 p.m. – 6:12 p.m.  
**Place:** Green Lake County Board Room

**Present:**

**Committee Members**

Joanne Guden  
Carol Myers  
David Richter  
Debra Schubert  
Nolan Wallenfang

**Also in attendance:**

Orrin Helmer  
Bill Hutchison, IT Director  
Deb Sweeney, Committee secretary

**Next Meeting:** – May 7, 2007 at 5:00 p.m.

**1. Certification of Open Meeting Law**

Carol Myers called the meeting to order at 5:00 p.m. and certified requirements of open meeting law as being met.

**2. Approval of Agenda**

**Motion/Second (Wallenfang/Richter)** To approve March 12, 2007 agenda. **Motion Carried.**

**3. Approval of Minutes**

**Motion/Second (Guden/Wallenfang)** To approve January 8, 2007 minutes. **Motion Carried.**

**4. Correspondence**

None

**5. Appearances**

None

**6. Departmental Report/Discussion**

Department/Project updates from the IT Director:

- Projects recently completed: daylight savings time change, backup software upgrade, and internal mail server upgrade.
- Sale of retired IT equipment to date has resulted in approx. \$1,400 being deposited into the County's general fund.
- Since last meeting, 71 new helpdesk tickets have been opened, 77 closed and 37 are pending.

Carol Myers asked for a status update on the following:

- On call pay for IT Assistant
  - Proposal submitted to the Personnel Committee was denied. IT Director is to follow up with Brenda Keller and report back to the committee.
- 2006 Carryover request
  - The Finance Committee questioned the procedure for carryover on smaller dollar amount line items such as dues, software, and subscriptions. The approval was tabled until their March meeting. Committee discussion was held. Deb Schubert will resubmit a revised carryover request for funds from the consulting, training, and carryover line items to the Finance Committee at their March 29<sup>th</sup> meeting.
- Request for additional staff in 2008.
  - Nothing new to report at this time.

## 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	Canon A630 camera	1	810	Highway dept use	NewEgg	\$321.93	\$321.93	Yes
	w/accessory pack				Technology Resource Advisors	\$380.00	\$380.00	Yes
2	Wyse S10 terminals	1	810	Replacement units	FloridaMicro	\$282.84	\$1,131.36	Yes
					OfficeMax	\$272.50	\$1,090.00	Yes
3	WinSLAMM/DetPond model	1	214	Land Conservation Use	PV & Associates, Inc.	\$400.00	\$400.00	n/a
	Software				Sole provider			
4	IBM X60 Tablet	1	810	Replacement Unit	IBM	\$2,860.95	\$2,860.95	Yes
					Sole provider – State Contract			
5	IBM T60 notebook	1	810	Replacement Unit	IBM	\$2,275.85	\$2,275.85	Yes
					Sole provider – State Contract			

Committee discussion was held regarding the use and need of line item 1 and 3. IT Director is to gather more information from the department heads and report back at the May meeting.

**Motion/Second (Schubert/Richter)** To table line items 1 & 3 until the May meeting, approve 2, 4 & 5 purchases from the lowest bidder with 4 & 5 being submitted to P&I for approval. **Motion Carried.**

## 8. Closed Session

**Motion/Second (Wallenfang/Guden)** To move into closed session per Wis. Stat. §19.85(1)(d) – crime prevention.

**Motion Carried.** 5:37 p.m.

## 9. Resume Open Session

**Motion/Second (Schubert/Guden)** To move into open session. **Motion Carried.** 6:00 p.m.

**Motion/Second (Schubert/Guden)** To accept crime prevention report as presented. **Motion Carried.**

## 10. Vouchers

Vouchers were presented in the amount of \$10,404.20

**Motion/Second (Guden/Wallenfang)** To approve vouchers as presented. **Motion Carried.**

## 11. Committee Discussion

- Carol Myers suggested the Committee consider amending the IT Policy to include a requirement that all future IT Committee members have a personal email account by which correspondence and meeting materials can be received. Committee discussion was held and it was decided the topic will be reviewed again at the May IT Committee meeting.
- Next meeting date – May 7, 2007 at 5:00 p.m.

## 12. Adjournment

**Motion/Second (Wallenfang/Richter)** To adjourn at 6:12 pm. **Motion Carried.**