



INFORMATION TECHNOLOGY COMMITTEE: Minutes

Date: January 14, 2008
Time: 5:00 p.m. – 5:33 p.m.
Place: Green Lake County Board Room

Present:

Committee Members

- Joanne Guden
- Carol Myers
- David Richter
- Debra Schubert
- Nolan Wallenfang

Also in attendance:

- Bill Hutchison, IT Director
- Deb Sweeney, Committee secretary

Next Meeting: March 10, 2008 @ 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/Schubert) to approve January 14, 2008 agenda. **Motion Carried.**

3. Approval of Minutes

Motion/Second (Schubert/Guden) to approve November 19, 2007 minutes. **Motion Carried.**

4. Correspondence

Letter from Deb Sweeney requesting to carryover one day of 2007 vacation to 2008.

Motion/Second (Schubert/Guden) To approve carryover request, and forward to the Personnel Committee.
Motion Carried.

5. Appearances

None

6. Departmental Report/Discussion

Department/Project updates from the IT Director:

- Director presented a draft of the 2007 annual report. Suggestion was made to revise the report format.

Motion/Second (Richter/Guden) To approve annual report, and forward to the County Board. **Motion Carried.**

- Director presented a draft letter which requests approval to carryover \$19,800 from the 2007 budget to 2008 budget.

Motion/Second (Schubert/Wallenfang) To approve carryover request, and forward to the Finance Committee.

Motion Carried.

Committee members were presented a demonstration of the Employee Portal.

7. Purchase Requests

*account number=(year)-100-25-51450-xxx-000

Item #	Item	Qty	*Acct #	Reason for Purchase	Vendor	Price	Delivered	
						per Item	Total	Price?
1	Micron 585B computer	1	810	Replacement PC	Micron	\$1,548.00	\$1,548.00	Yes
					State Contract			
2	Micron 585B computer	3	810	Replacement PCs	Micron	\$1,958.00	\$5,874.00	Yes
					State Contract			
3	Wyse VIOL terminals	10	810	Replacement Units	FloridaMicro	\$311.73	\$3,117.30	Yes
					GovConnection	\$315.43	\$3,154.30	Yes
4	Fireproof safe	1	810	Tape storage	Quill	\$1,214.99	\$1,214.99	Yes
					Bubrick's Office Supply	\$1,499.99	\$1,499.99	Yes

Motion/Second (Richter/Schubert) to approve purchases from lowest bidder. Submit items #1,2 & 4 to P&I for approval.
Motion Carried.

8&9. Closed Session

None

10. Vouchers

2007 vouchers were presented in the amount of \$22,300.99.

2008 vouchers were presented in the amount of \$1,153.87.

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

11. Committee Discussion

- Next meeting: March 10, 2008 @ 5:00 p.m.

- Future agenda item: External website.

12. Adjournment

Motion/Second (Wallenfang/Schubert) to adjourn at 5:33 p.m. **Motion Carried.**