



## INFORMATION TECHNOLOGY COMMITTEE: Minutes

**Date:** May 5, 2008  
**Time:** 5:00 p.m. – 5:38 p.m.  
**Place:** Green Lake County Board Room

### Present:

#### **Committee Members**

Daniel Priske, David Richter, Debra Schubert, Maureen Schweder

#### **Also in attendance:**

Bill Hutchison, IT Director  
Deb Sweeney, Committee secretary

**Not in attendance:** Nolan Wallenfang

**Next Meeting:** – July 14, 2008 - 5:00 p.m.

#### **1. Certification of Open Meeting Law**

Deb Sweeney 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 (Schubert/Priske)** to approve May 5, 2008 agenda. **Motion Carried.**

#### **3. Election of Officers**

Dave Richter nominated Dan Priske for Chair. Priske declined the nomination.

**Motion/Second (Richter/Priske)** to nominate Deb Schubert as Chair.

**Motion/Second (Richter/Priske)** to close nominations for Chair. **Motion Carried.**

**Motion/Second (Schweder/Richter)** to cast a unanimous ballot for Schubert as Chair. **Motion Carried.**

**Motion/Second (Schubert/Priske)** to elect Dave Richter as Vice-Chair. **Motion Carried.**

#### **4. Approval of Minutes**

**Motion/Second (Richter/Schubert)** to approve March 10, 2008 minutes. **Motion Carried.**

#### **5. Correspondence**

None

#### **6. Appearances**

None

#### **7. Departmental Report/Discussion**

Department/Project updates from the IT Director:

- Since last committee meeting, 109 helpdesk tickets have been closed, 91 tickets have been created and 48 are pending.
- Computers in dispatch are currently being replaced.
- Sheriff department's patrol mobile data computers recently received software upgrades.
- Press releases announcing new external website were sent out. New site went live March 11<sup>th</sup>.
- IT department involved in planned power outages at the Courthouse and Health & Human Services.
- IT Assistant recently attended SQL server class in Appleton.
- Sheriff department's voice recorder project has been completed.
- Safe installed at Health & Human Services for tape backup storage.

## 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	APC RBC27 battery cartridge w/refresher kit	1	214	Replacement – main server room UPS	GovConnection	\$1,030.89	\$1,030.89	Yes
					OfficeMax	\$1,062.87	\$1,062.87	Yes
2	Gigabit interface converter	2	214	Gigabit network connection	GovConnection	\$255.00	\$510.00	Yes
					Wire Technologies	\$237.00	\$474.00	Yes

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

## 9&10. Closed Session

**Motion/Second (Priske/Richter)** to move into closed session in accordance with §19.85(1)(c). **Motion Carried.**

**Motion/Second (Priske/Richter)** to move back into open session. **Motion Carried.**

**Motion/Second (Priske/Schweder)** to accept the annual evaluation of Deb Sweeney and forward it to her personnel file. **Motion Carried.**

## 11. Vouchers

Vouchers were presented in the amount of \$12,443.31.

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

## 12. Committee Discussion

Committee members provided email addresses for correspondence.

Next meeting date: July 14, 2008 - 5:00 p.m.

Agenda item: 2009 Budget

Future topics: Overview of department's responsibilities. Where are our weaknesses? What are our goals?

## 13. Adjournment

**Motion/Second (Richter/Schweder)** to adjourn at 5:38 pm. **Motion Carried.**