



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 June 7, 2016:

- 1) Cover letter
- 2) Agenda
- 3) Draft minutes from the June 2016 meeting
- 4) 2016 budget standings
- 5) Proposed 2017 IT Department budget



Information Technology Department

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

From: Bill Hutchison

To: IT Committee Members

Date: August 1st, 2016

Re: August 2016 IT Committee Meeting

All,

Enclosed is your packet for our meeting on **Tuesday, August 9th at 6:00pm** 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 August 9th meeting
- June 2016 Meeting Minutes
- 2016 Budget Standings
- Proposed 2017 IT Budget

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: August 9, 2016 Time: 6:00 PM
Meeting Room #0903, Green Lake County Government Center
571 County Road A, Green Lake WI

AGENDA

Committee Members

Preston Hiestand
Katie Mehn
Gail Schroder
Nick Toney
Joy Waterbury

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: June 7, 2016
6. Public Comment (3 minute limit)
7. Appearances
8. Correspondence
9. Department/Committee Discussion
 - Highlights & Project Updates
 - Approve 2017 IT Budget
10. Purchase Requests
 - Approve Items
 - Items to P&I
11. Vouchers
12. Upcoming Committee Activity
 - Future Meeting Date: October 4, 2016
 - Future Agenda Items For Action and Discussion
13. Adjourn

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
June 7, 2016**

CALL TO ORDER

Bill Hutchison called the meeting of the Information Technology Committee to order at 5:40 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, Katie Mehn, Gail Schroeder, Nick Toney, Joy Waterbury
Also Present: Bill Hutchison, Deb Sweeney

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

Motion/Second (Waterbury/Hiestand) to approve the agenda. Motion carried.

ELECTION OF CHAIR

Hutchison asked for nominations for Chair. Schroeder nominated Joy Waterbury. Waterbury nominated Nick Toney.

Motion/Second (Toney/Hiestand) to close nominations and cast a unanimous ballot for Joy Waterbury for Chair. Motion carried. Joy Waterbury was seated as Chair.

ELECTION OF VICE-CHAIR

Waterbury asked for nominations for Vice-Chair. Toney nominated Katie Mehn. Mehn nominated Nick Toney.

Motion/Second (Schroeder/Hiestand) to close nominations and cast a unanimous ballot for Nick Toney for Vice-Chair. Motion carried.

MINUTES

Motion/Second (Toney/Schroeder) to approve the April 5, 2016 minutes. Motion carried.

PUBLIC COMMENTS – None

APPEARANCES – None

CORRESPONDENCE – None

DEPARTMENT/COMMITTEE DISCUSSION

Department/Project updates from the IT Director:

- Since last committee meeting, 49 helpdesk tickets have been created, 51 resolved and 14 remain open.
- 13 new employee accounts created since the last meeting.
- Main network switch stack was upgraded.
- Purchased Microsoft Office 2016, which will be rolled out this summer.
- Printer firmware upgraded.
- New servers installed at Highway and Fox River Industries.
- Two defective wifi access points replaced under warranty.
- PC upgrades completed in the jail and HHS ESU.
- SSL certificates upgraded.
- Old HHS RMS system will be decommissioned the end of June.

VOUCHERS

Vouchers were presented in the amount of \$2,297.58.

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

UPCOMING COMMITTEE ACTIVITY

Next meeting: August 9, 2016

Upcoming agenda item: 2017 Budget

ADJOURNMENT

Motion/Second (Schroeder/Toney) to adjourn at 5:55 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	61,884.20	61,884.20	95,000.60	39.45
16-100-25-51450-151-000 Social Security	12,001.69	.00	5,172.22	5,172.22	6,829.47	43.10
16-100-25-51450-153-000 Ret. Employer Share	9,144.22	.00	4,612.81	4,612.81	4,531.41	50.45
16-100-25-51450-154-000 Health Insurance	37,042.95	.00	20,021.52	20,021.52	17,021.43	54.05
16-100-25-51450-155-000 Life Insurance	381.96	.00	191.61	191.61	190.35	50.16
16-100-25-51450-206-000 Maintenance Contracts	198,900.00	8,062.50	181,080.75	181,080.75	9,756.75	95.09
16-100-25-51450-214-000 Software/Hardware	16,600.00	395.33	7,483.66	7,483.66	8,721.01	47.46
16-100-25-51450-233-000 Internet	7,500.00	.00	3,750.00	3,750.00	3,750.00	50.00
16-100-25-51450-234-000 Networking	16,080.00	.00	7,990.74	7,990.74	8,089.26	49.69
16-100-25-51450-307-000 Training	750.00	.00	320.00	320.00	430.00	42.67
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	109.99	109.99	390.01	22.00
16-100-25-51450-330-000 Travel	500.00	.00	189.00	189.00	311.00	37.80
16-100-25-51450-810-000 Capital Equipment	37,000.00	4,398.79	825.62	825.62	31,775.59	14.12
16-101-25-51450-999-001 Carryover IT UPS Batteries	1,900.91	.00	.00	.00	1,900.91	.00
16-101-25-51450-999-002 Carryover Software - Assigned	72,579.42	.00	72,579.42	72,579.42	.00	100.00
25 Informational Tech	567,965.95	12,856.62	366,211.54	366,211.54	188,897.79	66.74

BUDGET REQUEST - 2017

DEPARTMENT: INFORMATION TECHNOLOGY

COMMITTEE: INFORMATION TECHNOLOGY

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2015 ACTUAL	2016 BUDGET	5 MO YTD	2016 EST YR END	2017 APPROVED
17-100-25-51450-110-000	Salaries	144,597.42	156,884.80	51,119.40		156,884.80
17-100-25-51450-151-000	Social Security	10,509.68	12,001.69	4,376.90		12,001.69
17-100-25-51450-153-000	Ret. Employer Share	9,413.81	9,144.22	3,902.33		9,144.22
17-100-25-51450-154-000	Health Insurance	35,842.72	37,042.95	17,184.60		37,042.95
17-100-25-51450-155-000	Life Insurance	379.41	381.96	159.15		381.96
17-100-25-51450-206-000	Maintenance Contracts	180,395.97	198,900.00	160,187.78	198,900.00	202,958.00
17-100-25-51450-214-000	Software/Hardware	5,277.12	16,600.00	6,136.84	16,600.00	17,050.00
17-100-25-51450-219-000	Support	0.00	0.00	0.00	0.00	500.00
17-100-25-51450-233-000	Internet	6,750.00	7,500.00	2,250.00	7,500.00	7,500.00
17-100-25-51450-234-000	Networking	15,940.77	16,080.00	5,327.16	16,080.00	16,092.00
17-100-25-51450-307-000	Training	730.00	750.00	270.00	750.00	750.00
17-100-25-51450-310-000	Office Supplies	0.00	100.00	0.00	100.00	100.00
17-100-25-51450-324-000	Member Dues	50.00	100.00	0.00	100.00	100.00
17-100-25-51450-329-000	Subscriptions	109.99	500.00	109.99	500.00	500.00
17-100-25-51450-330-000	Travel	284.79	500.00	91.80	500.00	500.00
17-100-25-51450-810-000	Capital Equipment	51,765.95	37,000.00	825.62	37,000.00	36,550.00
		<u>462,047.63</u>	<u>493,485.62</u>	<u>251,941.57</u>	<u>278,030.00</u>	<u>498,055.62</u>

	2015	2016	2017
Total Proposed Budget:	463,948.54	493,485.62	498,055.62
Total Offsetting Revenues:	6,395.00	6,395.00	6,600.00
Total from County Tax Levy:	457,553.54	487,090.62	491,455.62
Increase (Decrease)	(27,723.95)	29,537.08	4,365.00

BUDGET REQUEST - 2017

DEPARTMENT: INFORMATION TECHNOLOGY

COMMITTEE: INFORMATION TECHNOLOGY

REVENUE

ACCOUNT NUMBER	DESCRIPTION	2015 ACTUAL	2016 BUDGET	5 MO YTD	2016 EST YR END	2017 APPROVED
17-100-25-45190-000-000	Miscellaneous Fees	3,582.04	3,500.00	0.00	3,500.00	3,700.00
17-100-25-49211-000-000	Child Support - Laserfiche	0.00	2,895.00	0.00	2,895.00	2,900.00
		<u>3,582.04</u>	<u>6,395.00</u>	<u>0.00</u>	<u>6,395.00</u>	<u>6,600.00</u>

BUDGET REQUEST - 2015

DEPARTMENT:

INFORMATION TECHNOLOGY

COMMITTEE: INFORMATION TECHNOLOGY

PERSONNEL COSTS

POSITION TITLE	NAME	RATE	HOURS	WAGES	RET		H-INS	L-INS	TOTAL
					FICA	EMPLOYER			
IT - Manager	Hutchison, William	38.99	2080	81,099.20	6,204.09	5352.55	20,846.50	115.20	113,617.54
IT - Support Tech	Sweeney, Debra	27.62	2080	57,449.60	4,394.89	3791.67	16,196.45	266.76	82,099.38
IT-Assistant	Vacant	15.28	1200	18,336.00	1,402.70	0.00	0.00	0.00	19,738.70
IT Intern	Vacant	10.00	480	4,800.00	367.20	0.00	0.00	0.00	5,167.20
TOTAL				156,884.80	12,001.69	9,144.22	37,042.95	381.96	215,455.62