



**GREEN LAKE COUNTY
INFORMATION TECHNOLOGY COMMITTEE MINUTES
December 6, 2016**

CALL TO ORDER

Joy Waterbury called the meeting of the Information Technology Committee to order at 6:00 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: Katie Mehn, Gail Schroeder, Nick Toney, Joy Waterbury
 Also Present: Bill Hutchison, Deb Sweeney, Cathy Schmit, Harley Reabe
 Absent: Chip Hiestand

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

Motion/Second (Toney/Schroeder) to approve the agenda. Motion carried.

Committee was introduced to Cathy Schmit, Green Lake County's new Administrator.

MINUTES

Motion/Second (Toney/Mehn) to approve the October 4, 2016 minutes. Motion carried.

PUBLIC COMMENTS – None

APPEARANCES

CORRESPONDENCE – None

DEPARTMENT/COMMITTEE DISCUSSION

Committee reviewed a report prepared by Waterbury on the server room HVAC issue. Committee discussion was held.
Motion/Second (Schroeder/Mehn) To accept the report into the record. Motion carried.

Department/project updates since the last meeting from the IT Director:

- 29 helpdesk tickets have been created, 34 resolved and 16 remain open.
- 7 new employee accounts created.
- Upgrades to Lockdown, Desktop Authority, GCS, and Avatar completed.
- New GIS server and website being worked on.
- Ongoing Microsoft patching continues.
- Working to keep antivirus software up to date.
- Preventative maintenance completed on main UPS units.
- Power outage/generator test scheduled for 12/7/16.
- Tracs software upgraded.
- Liz Otto, Angie Petruske, Stefanie Meeker and Deb Sweeney recently attended the Alio users group conference.
- 161 out of 177 Office 2010 to Office 2016 upgrades completed.
- Java upgrades completed on desktops.

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	Server	1	810	Server for permit software	Silicon Mechanics	\$5,651.00	\$5,651.00	Yes
					Thinkmate	\$6,105.00	\$6,105.00	Yes

Motion/Second (Toney/Schroeder) to approve purchase from Silicon Mechanics. Send to P&I for approval. Motion carried.

VOUCHERS

None

UPCOMING COMMITTEE ACTIVITY

Committee discussed dates for future meetings.

Motion/Second (Schroeder/Mehn) to move meeting day to the 1st Monday of the month at 6pm

Next meeting: February 6, 2017 at 6 p.m.

ADJOURNMENT

Motion/Second (Toney/Mehn) to adjourn at 6:32 p.m. Motion carried.