

## INFORMATION SYSTEMS COMMITTEE

June 7, 2016

The Information Systems Committee met on Tuesday, June 7, 2016, in Room 1053.

Chair John Penney called the meeting to order at 8:35 a.m. and read the open meeting statement.

**Roll Call:** Chr. John Penney, County Board Chair Dick Koeppen, Supervisor Dave Neumann. Supervisor Patricia Craig. Also in attendance were Brent Wyland, Mary Robbins, Allen Kraeger, and Diane Meulemans.

**Review and accept the agenda.** A motion was made by Supr. Neumann to accept the agenda. Motion was seconded by Supr. Craig. Motion carried without a negative vote.

**Minutes of the previous meeting.** A motion was made by Cty. Bd. Chr. Koeppen to accept the minutes from the previous meeting. Motion was seconded by Supr. Craig. Motion carried without a negative vote.

**Approve bills.** The May bills were presented and discussion was held. Supr. Craig made a motion to accept the bills and forward them to the finance committee. Supr. Neumann seconded the motion. Motion carried without a negative vote.

Public Comment – None

Name change for Information Systems Department – M. Robbins suggested that the Information Systems Department name be changed to Information Technology Department. The public confuses Information Systems in the phone book as an office to ask general questions about the courthouse. The term information systems is also antiquated. Discussion followed with Supr. Craig making a motion to change the sub-committee of the Finance & Human Resources Committee to reflect in the organizational chart of the county as Information Technology. Supr. Neumann seconded the motion. Motion carried without a negative vote.

Add Network Printer – Maintenance Department B. Wyland reported that a network printer was installed in the Maintenance Department. They had been sending print jobs to the Accounting printer but wanted a printer in their department in case of confidential printing. This printer would be removed if the committee did not approve the addition. The printer does not cost anything as it was a reclaimed printer from the Sheriff Department when they switched to managed printing. Discussion followed with Supr. Neumann making a motion to add the printer to the network. Supr. Craig seconded the motion. Motion carried without a negative vote.

Computer Sale – B. Wyland reported that outdated computers will be placed for sale to the public. These computers have been wiped clean using Dept. of Defense rated software and will have Windows XP installed on them. Local municipalities will be notified prior to the sale if they would like any of these computers. The computers will be able to run Windows 7. B. Wyland will work with Corporation Counsel to make sure the sale is held correctly.

Schenk-Network Audit Update – B. Wyland met with Finance Director Heidi Dombrowski and Schenk and Associates to discuss details of the audit. Schenk and Associates will create a proposal to outline the audit and the costs associated with the audit. This might include HIPAA training for supervisors as this training has not been updated since 2003.

County Board of Supervisors-IPads B. Wyland would like to see the IPads be purchased and training provided for the Board of Supervisors this year as they are in the 2016 IT Department budget. Discussion followed.

GIPAW Conference Report – B. Wyland attended the session regarding archiving social media. Corporation Counsel will check statutes as to whether the county needs to fill any public request for social media data. D.

Meulemans recommends that the county have a SOP regarding social media and will work with the IT, HR, and County Clerk departments to create one.

Interim IS Director – M. Robbins reported that the Human Resources Committee met yesterday and approved Brent Wyland as the Interim Information Technology Director after the retirement of Robert Reath.

EO Johnson Printer Report – Sheriff Department A. Kraeger reported that the 6 month usage numbers are below the contract numbers at this time. Contracted for black and white copies was 52,00 and usage was 47,000; color copies contracted were 5,195 with usage at 2,451. If this trend continues, they should be able to have the contract cost for 2017 at a lower rate. He will report back to the committee after the one year contract which ends in November 2016. B. Wyland stated that there was discussion as to having EO Johnson handle the courthouse printers but this would have to take into consideration the accounting of numerous departments compared to just one at the Sheriff Department.

July meeting was set for Tuesday, 7/5/2016 at 9:00 a.m., Room 1037.

**Adjourn.** A motion was made by Supr. Craig to adjourn the meeting at 9:25 a.m. Cty. Bd. Chr. Koeppen seconded the motion. Motion carried.