

INFORMATION TECHNOLOGY COMMITTEE

April 3, 2017

The Information Technology Committee met on April 3, in Room 1037.

Chair John Penney called the meeting to order at 9:00 a.m. and read the open meeting statement.

Roll Call: Chr. John Penney, County Board Chair Dick Koeppen, Supervisor Patricia Craig and Supervisor Dave Neumann. Also in attendance were Brent Wyland, IT Director, Amanda Welch, HR Director, Jill Lodewegen, County Clerk, and Diane Meulemans, Corporation Counsel.

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 Supr. Craig to accept the minutes from the previous meeting. Motion was seconded by Cty. Bd. Chr. Koeppen. Motion carried without a negative vote.

Approve bills. The March bills were presented and discussion was held. Cty. Bd. Chr. Koeppen 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

eSuite/LOGOS – HR Director Amanda Welch explained that a change was made on the Logos server to secure access to eSuite where employees can view/print their paychecks, change their beneficiaries, view accrual information, etc. This change to the program resulted in an issue where employee accounts setup without an email could not login after the change. A solution was implemented to fix the problem, but this situation brought to light that maybe an IT person should be designated as a primary point of contact. Discussion followed.

iPad Use Policy – B. Wyland presented the revisions that were submitted by county board supervisors last month. J. Lodewegen stated the effective date of 6/1/2017 was fine. Discussion followed. Supr. Craig made a motion accept the policy as presented and to send it to the next Finance Committee for approval. Supr. Neumann seconded the motion. Motion carried without a negative vote.

Social Media Policy Update – D. Meulemans described the purpose of the policy to define how the county will use and administer social media and how employees can use personal media when interacting with county media. Discussion followed. Supr. Neumann requested drafts be sent to the committee members. B. Wyland will provide progress reports to the committee at future meetings.

HIPAA Audit Update – B. Wyland reported that Heartland Business Systems/Three Pillars had a kickoff meeting with departments where HIPAA requires documentation for electronic media handling of health privacy information. IT Department personnel will be working with these departments to create the spreadsheets and documentation needed.

Lakeview Manor Update – IT Department is working with Renae Connery, Purchasing/Asset Manager to coordinate the removal of computer related equipment to include server, switches, Shoretel phone system, etc.

The next IT Committee meeting is set for Tuesday, 5/2/2016 at 9:00 a.m., Room 1037.

Adjourn. A motion was made by Supr. Neumann to adjourn the meeting at 9:40 a.m. Supr. Craig seconded the motion. Motion carried.