

INFORMATION TECHNOLOGY COMMITTEE

June 6, 2017

The Information Technology Committee met on June 6, 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; Sheriff Brad Hardel, Andy Carlin, Emergency Management; Jackie Hoffman, Human Resource Specialist; Diane Meulemans, Corporation Counsel.

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

Approve bills. The May 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

Sheriff Department – Cell phone policy – B. Hardel explained that their cell phone policy was created with the understanding that the Sheriff Department is a mission critical, 24/7 department where their employees must be able to be reached immediately in an emergency. That reasoning is why the employees were granted personal use of those county supplied cell phones and would not have to carry two phones on them at all times. D. Meulemans injected comments regarding legal ramifications of the public records laws regarding accessing those text messages, etc. when an employee would leave county employment or requiring a warrant if that employee would lock the cell phone and give out that code. B. Hardel said that in the case of the IT personnel that supports the sheriff department, the sheriff department would be paying for that cell phone. That person would be available to take calls 24/7 and if on vacation or absent, then the IT Director would be available for non-critical support calls. This decision led to a discussion as to whether the IT Department would need an on-call cell phone or to pay their employees to be on call. B. Wyland stated that there is only one department that is 24/7 now since the closure of Lakeview Manor and that department is being covered with the Sheriff Department supplying the cell phone by that individual. That employee would follow the current Sheriff Department cell phone policy. Discussion followed with the committee agreeing that the IT Department would no longer need an on call phone or pay their employees to be on call.

IT Policy Update – B. Wyland reported that the IT Policy has not been updated since 2012. He will be revising the policy with the assistance of D. Meulemans to include technology advancements made since 2012 that might need to be addressed.

Username/passwords/equipment for non-county employees – The question arose regarding what Waupaca County’s responsibility is in supplying technology equipment for non-county employees. Discussion followed with a recommendation that non-county employees not be given county email addresses nor access to the county’s technology equipment or files. They would be required to use their own equipment on the county’s public wireless network. D. Meulemans would like to review historical policies and to update Human Resources’ employee policy with this recommendation.

GIPAW Conference Update – B. Wyland reported that he attended the annual spring GIPAW conference in Wisconsin Dells. Some of the topics discussed were cell phone/text messaging archiving, the recent Ransomware attack, email archiving.

HIPAA Audit Update – B. Wyland reported that July 20th has been set for Heartland Business Systems to proceed with face to face interviews with departments to review the HIPAA documentation that was forwarded to HBS. Discussion followed. B. Wyland will provide updates to the committee at future meetings.

IT Department Position Recruitment Update – B. Wyland reported that the position of Computer Support Specialist has been posted and applicants have until June 11th to apply. Interviews will be conducted at 9:00 a.m., June 21st.

IT Department – Window Treatments – The committee proceeded to the IT Department to look at the windows in question. B. Wyland gave a tour of the department. Discussion followed with Cty. Bd. Chr. Koeppen making a motion to approve the purchase of window treatments for security reasons. Supr. Neumann seconded the motion. Motion carried without a negative vote.

The next IT Committee meeting is set for Wednesday, 7/5/2017 at 9:00 a.m., Room 1037.

Adjourn. A motion was made by Supr. Craig to adjourn the meeting at 10:23 a.m. Cty. Bd. Chr. Koeppen seconded the motion. Motion carried.