

Information Systems Committee Meeting Minutes

Date/Time: October 17, 2012 at 6:30 PM

Location: County Administration Building
112 Otter Street, Oshkosh
1st Floor Meeting Room

Present: Committee Members:
Larry Smith, Chair
Ron Hardy, Secretary
Marissa Reynolds, Member
Harold Singstock, Member
Bill Pollnow, Citizen Member
Patty Francour, IT Dept. Head
Mike Breuer, staff

Absent: Guy Hegg

Agenda Item #1: **Call to Order**

- The meeting was called to order at 6:30 PM by Chairman Smith

Agenda Item #2: **Approve Agenda**

- Moved Reynolds and 2nd Pollnow to approve the agenda. Carried by 5-0 voice vote.

Agenda Item #3: **Public Comments**

- None

Agenda Item #4: **Approve minutes of September 12, 2012 meeting**

- Moved Pollnow and 2nd Reynolds to approve the September 12 meeting minutes. Carried by 5-0 voice vote

Agenda Item #5: **Discussion of how best to notify all of a check list for future software purchases that would list out the expected life, licensing requirements, warranty, etc., at least 5 days prior to the monthly meeting**

- Francour had sent to the committee members a draft checklist of information about future software purchases. Singstock distributed a document that outlined the type of information he wants to see regarding possible software purchases.

- Committee discussed the two documents, and suggested to Francour that the committee only wants an informational checklist at least five days prior to voting on a software purchase. Francour stated that she can do this.

Agenda Item #6: **Discussion of MUNIS project regarding FMLA. Are there any solutions we could implement as an alternative to KRONOS.**

- Mike Breuer met with Karon Kraft in HR to better understand what problems we had tracking FMLA in MUNIS. Francour distributed a document outlining some of the questions and answers from that meeting. While the IS department could build a workaround for the current problem, HR would prefer to wait for a county wide KRONOS upgrade to include an FMLA tracking module.
- Committee discussed how IS can be more proactive in working with departments to evaluate potential software purchases.

Agenda Item #7: **Report on IS operations since last meeting**

- KRONOS upgrade – received a statement of work, legal is evaluating it at this time.
- Three large in house programming projects are underway – rewriting human services client tracking system is in progress; public health merger needed help merging two different systems into one, IS will be programming this; Planning and Zoning is asking for a suite of applications to support their work, this will also be an in-house project.

Agenda Item #8: **Subjects and time of next meeting**

- Next scheduled meeting will be November 14, 2012, at 6:30 PM.
- Possible agenda items include: update on radio system; possible joint meeting with facilities committee;

Agenda Item #9: **Adjourn**

- Pollnow moved to adjourn, Reynolds 2nd carried 5-0 voice vote. Meeting adjourned at 7:50 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

Larry Smith, Chairman