

Information Systems Committee Meeting Minutes

Date/Time: January 16, 2013 at 6:30 PM

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

Present: Committee Members:
Larry Smith, Chair
Guy Hegg, Vice Chair
Ron Hardy, Secretary
Harold Singstock, Member
Patty Francour, IT Dept. Head
Mark Habeck, staff
Gina Eiden, staff
Laura Todd, staff

Absent: Marissa Reynolds, Member
Bill Pollnow, Citizen Member

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

- The meeting was called to order at 6:31 PM by Chairman Smith

Agenda Item #2: **Approve Agenda**

- Moved Hegg and 2nd Singstock to approve the agenda. Carried by 4-0 voice vote.

Agenda Item #3: **Public Comments**

- None

Agenda Item #4: **Approve minutes of November 14, 2012 meeting**

- Moved Hegg and 2nd Singstock to approve the November 14 meeting minutes with one change on Item #5, "Sheriff's Dept" should read "Public Safety". Carried by 4-0 voice vote.

Agenda Item #5: **Unified Messaging Project**

- The Unified Messaging project is the County wide voice mail system, which is at end of life. After looking at alternatives staff are recommending we go with the system proposed to the Committee. The voice mail upgrade will coincide and work with an upgrade to the email system. Gina Eiden and Laura Todd, IS Staff, we're present to answer questions.

- The estimated cost of the project is \$95,000. We can't use capital improvement funds because the life of the new system will not necessarily exceed 10 years and the cost is less than \$100,000. We can't use IS budget because there is not enough money to pay for it. We can't use the technology replacement fund because there is not enough funds available there given the levy limit. IS was advised to submit a budget transfer request.
- IS wants to put this out to bid before the maintenance agreement for the old system is due on March 1. IS believes this is the best option for the county and asks for support for this proposed budget transfer.
- Discussion took place regarding the funding source for this project and the timing of the request given the timing of the October/November budget hearings.
- Moved (Hardy, 2nd Singstock) to approve budget transfer, passed 3-0-1 (Hegg abstain)

Agenda Item #6: **Cell phone usage and reimbursement policy**

- Topic rescheduled for February meeting

Agenda Item #7: **Protocol in purchasing manual for IS purchases**

- Committee discussed the protocol for IS purchases from other departments.

Agenda Item #8: **Report on IS operations since last meeting**

- Kronos time keeping upgrade is now underway for Parkview and the Sheriff's office. Projected completion date is March.
- MUNIS applicant tracking program is being tested.
- For Human Services, TCM is having data converted to new structure, this is 60% complete. This is an in house programming project.
- IS is writing an in-house replacement program for Public Health which was formerly handled by a third party. This will save the County maintenance costs.
- Planning and Zoning has requested an in-house build for a product to support their work, this is in the planning stages.
- IS is waiting to disable cabling from the Ameritech building.
- The City of Oshkosh is digging up the parking lot on Church and putting in a storm water retention tank. We have fiber across the street, but fortunately it can be hung from temp poles during the project.
- One of the IS department programmers is resigning. IS is filling the position.
- Mark Habeck noted that user testing of the new radio system is complete, the radios are being programmed, and they are discussing the logistics of implementation. They expect mid-February to start transferring work

stations, with implementation of the new system by the end of March. Both systems will be fully functional through June, at which time the old system will be pulled.

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

- Next scheduled meeting will be the third Monday of the Month: February 18, at 6:30 PM.
- Possible agenda items include: cell phone usage and reimbursement policy

Agenda Item #9: **Adjourn**

- Hardy moved to adjourn, Hegg 2nd carried 4-0 voice vote. Meeting adjourned at 8:03 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

Larry Smith, Chairman