

DRAFT Information Systems Committee Meeting Minutes

Date/Time: March 18, 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
Bill Pollnow, Citizen Member

Absent: Marissa Reynolds, Member

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

- The meeting was called to order at 6:35 PM by Chairman Smith

Agenda Item #2: **Approve Agenda**

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

Agenda Item #3: **Public Comments**

- None

Agenda Item #4: **Approve minutes of February 18, 2012 meeting**

- Moved Pollnow and 2nd Singstock to approve the January 16 meeting minutes. Carried by 5-0 voice vote.

Agenda Item #5: **County Cell phone usage and reimbursement policy**

- Francour had collected some information that was requested at the last meeting. We have 220 county issued cell phones, 48 are Blackberries, 22 percent are issued to Sheriff's Dept, 20 percent are human services. In 2012, employees who use county owned phones for personal use reimbursed the county \$505.75, but \$475 of that was all one person.
- Discussion took place regarding how the county verifies that county issued phones are used for work purposes.
- Personally owned phones used by county employees who requested reimbursement for work related calls amounted to \$425.79 in 2012.

- Taking out the Sheriff's Dept phones, the average monthly cell phone bill per employee is \$28.

Agenda Item #6:

Report on IS Operations since last meeting

- The Kronos upgrade is live for Parkview and the Sheriff's Dept. The biggest headache is programming the various timecard rules for union employees.
- The TCM rewrite for Human Services is in progress, data is being cleaned up. This replaces a system they used to pay for.
- The Public Health application PHAL (Public Health Activity Log) has been programmed and went live February 1. PHAL replaced the licensed product "champ", which will save the county money in maintenance costs.
- County owned fiber networks across the street from Oshkosh City Hall is on slack poles until November due to construction at the parking lot.
- The Systems Analyst position has been reopened for search.
- The new voting system for the County Board has been installed.
- IS Replaced the email archiving system and is currently porting the old data to the new appliance.

Agenda Item #7:

Subjects and time of next meeting

- Next scheduled meeting will be the third Monday of the Month: April 15, at 6:30 PM.
- Possible agenda items include: technology replacement fund; status of software contracts; Department chargeback scenarios for IS support; paperless county board rumors;

Agenda Item #9:

Adjourn

- Hegg moved to adjourn, Singstock 2nd carried 5-0 voice vote. Meeting adjourned at 8:19 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

Larry Smith, Chairman