

DRAFT Information Systems Committee Meeting Minutes

Date/Time: May 19, 2014 at 6:30 PM

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

Present: Committee Members:
Larry Smith, Chair
Ron Hardy, Vice Chair
Brady Kiel, Secretary
Andy Turner, Member
Rachel Youngquist, Member
Patty Francour, IT Dept. Head
Mark Habeck, Staff

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

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

Agenda Item #2: **Approve Agenda**

- MSC Hardy/Turner to approve the agenda. All voting aye.

Agenda Item #3: **Public Comments**

- None

Agenda Item #4: **Approve minutes of previous meeting**

- MSC Hardy/Kiel. All voting aye.

Agenda Item #5: **Discuss the best way to make the County Board paperless by 2015**

- Smith/Turner reported that County Clerk Ertmer currently compiling cost of preparing and mailing paper by USPS for County business. Added that several members would not wish to participate. Mentioned Door County Board presentation of several months earlier.
- Francour stated several considerations as process moves forward: Board budget, life cycle, software, acceptable use policy (AUP), repairs, tech support, lease/ownership, infrastructure, wi-fi access points, etc.
- Youngquist asked that members without online access be considered.
- Hardy noted that accommodations for offline members can be made as needed. Added we should not assume who will and won't want to

participate. Suggested a staggered implementation schedule to identify those eager to start, followed later by the others. Added further considerations: security, remote access, and malware/antivirus responsibilities.

- Kiel related his employer's experience with implementing wi-fi devices: ensure robust wi-fi access first or everything else suffers degraded capability; let interested members dive in and be an example for more reluctant members; don't focus too much on members' reluctance; expect open minds and most will move on and appreciate the technology.
- Committee agreed that standard public email address with District number for all board members should be implemented as soon as possible. Example: District00@co.winnebago.wi.us

Agenda Item #6: **IS Director's Report (Francour) -**

- IT Dept. vehicle report
- Budgetary "heads-up" items
 - Microsoft's licensing method adjustment will significantly impact the IT budget. Moving toward annual "maintenance" fees. Annual levy of \$750,000 would be required to maintain at current levels.
 - Francour has been asked by budget director to minimize IT cost recovery charges to other departments. This will reduce IT's ability to accurately estimate budgetary pressures.
 - IT asked to add another position (would-be total of 16.0). IT stretched thin, making routine vacation and sick days more of an impact on R&D, response times, training. Sheriff Dept. (SD) initiated request because it utilizes IT services heavily. Habeck noted SD couldn't function without IT due to a myriad of continual software updates and data management systems.
 - Bottom line: IT budget typically comes in on the mark. This coming year it will not come close to doing so.

Agenda Item #7: **Subjects and time of next meeting**

- Submit a profile for going paperless
- Make a resolution to standardize email address nomenclature
- Next meeting Monday, June 16 2014 at 6:30 PM
 - County Administration Building, 112 Otter Street, Oshkosh, 1st Floor Meeting Room

Agenda Item #8: **Adjourn**

- MSC Hardy/Kiel to adjourn. All voting aye. Meeting adjourned at 7:55 PM

Respectfully Submitted by,

Brady Kiel, Secretary

Larry Smith, Chairman