Information Systems Committee Meeting Minutes

Date/Time: May 20, 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
               Marissa Reynolds, Member
               Patty Francour, IT Dept. Head
               Mike Breuer, Staff
               Mike Collard, Staff
               Chuck Orenstein, Staff

Abent: Bill Pollnow, Citizen Member

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 Singstock to approve the agenda. Carried by 4-0 voice vote.

Agenda Item #3:   **Public Comments**
                    • None

Agenda Item #4:   **Approve minutes of April 2013 meeting**
                    • Minutes were not available to approve

Agenda Item #5:   **Discussion on chargeback options / Q&A with Chuck Orenstein**
                    • Committee discussed the concept of charging back departments for IT services. Orenstein stated that the problem with chargebacks is when one department does it they all might want to do it. Sometimes with grant reporting the chargebacks appear on paper but not in reality. Hegg asked if this was the motivation behind the change to the budget transfer form. Hegg stated that we seem to lack a process. Singstock stated that he wanted IS Committee to sign off on proposals before personnel and finance. Hegg

noted that the highway committee had a segregated fund, and questioned why the Information Systems Department couldn't have a fund such as that. Hegg stated that he wanted to see captal projects that involve technology reflected in the budget. Orenstein and Francour noted that they are working on revamping the technology replacement fund, and considering increasing it to cover a broader range of technology needs. Hegg stated that he would still like to see a process whereby other departments are charged for their projects.

Agenda Item #6:   **Annual Departmental Vehicle Report**
- Francour distributed a handout providing information on the department vehicle. The truck is doing well, has only had charges for oil changes.

Agenda Item #7:   **Report on IS operations since last meeting**
- Kronos upgrade is working fine
- Scheduling module is in progress
- Several MUNIS items are on hold for the moment
- New Email archive system has been converted. January 1, 2008 is the clean start date to begin the seven year archive retention.
- IS is evaluating quotes on the voice mail project
- IS Just filled a position, it is working out well so far.
- Francour informed the committee that there may be an unexpected fiber project in the works. On the corner of Chuch and Main in Oshkosh, WPS has decided to remove their wires and poles from that intersection for structural reasons. Our fiber runs on those poles, so we may have to reroute our fiber along with WPS.

Agenda Item #8:   **Subjects and time of next meeting**
- Next scheduled meeting will be the third Monday of the Month: June 17, at 6:30 PM.
- Possible agenda items include: Discussion about iPads for County Board Supervisors; IS Project cancelations.

Agenda Item #9:   **Staffing**
- Reynolds moved, Hegg 2nd, to convene into Closed Session to consider "employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility pursuant to Wisconsin State Statute: 19.85(1)(c). Motion carried 5-0.
- Committee went into closed session and discussed employment, promotion, compensation or performance evaluation data of staff.

- Hegg moved, Reynolds 2nd, to reconvene into open session. Motion carried 5-0.

Agenda Item #9:   **Adjourn**
- Reynolds moved to adjourn, Hegg 2nd carried 5-0 voice vote. Meeting adjourned at 8:19 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

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Larry Smith, Chairman