

## APPROVED Information Systems Committee Meeting Minutes

Date/Time: August 19, 2013 at 6:30 PM

Location: County Administration Building  
112 Otter Street, Oshkosh  
1<sup>st</sup> Floor Meeting Room

Present: Committee Members:  
Larry Smith, Chair  
Guy Hegg, Vice Chair  
Ron Hardy, Secretary  
Marissa Reynolds, Member  
Harold Singstock, Member  
Patty Francour, IT Dept. Head  
Bill Pollnow, Citizen Member  
Mike Breuer, Staff  
Chuck Orenstein, Staff  
Laura Todd, Staff  
Andy Turner, County Board Supervisor

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

- The meeting was called to order at 6:32 PM by Chairman Smith

Agenda Item #2: **Approve Agenda**

- Moved Reynolds and 2<sup>nd</sup> Singstock to approve the agenda. Committee moved Item #4 to later in the agenda. Carried by 5-0 voice vote.

Agenda Item #3: **Public Comments**

- None

Agenda Item #4: **Approve minutes of July 15, 2013 meeting**

- Moved Pollnow and 2<sup>nd</sup> Reynolds to table this until the September meeting. Carried by 6-0 voice vote.

Agenda Item #5: **Report on IS 2014 budget**

- Francour reported on the 2014 budget preparations. The operational budget is largely the same, 1% below the levy limit. The major change is the changes to the technology replacement fund.
- The technology replacement fund is being expanded to include additional systems such as the voice mail / phone system, and other anticipated software and hardware updates. There had been problems in the past

regarding the timing of unanticipated expenses, problems with bonding big ticket items that don't have long term life spans, and problems around putting software upgrades into the capital improvement fund. The technology replacement fund will be used to cover replacement of hardware, software, and other items. A table was distributed that showed anticipated spending over the next 20 years, and the anticipated tax levy over the next 20 years, with an attempt to fund the technology replacement fund annually in such a way that would be consistent from year to year instead of having spikes in funding needs from year to year.

Agenda Item #6:

**Kronos Upgrade and Scheduling Software Implementation Summary**

- A summary of the Kronos implementation project had been distributed. Committee discussed the summary. Committee discussed whether the summary contained enough detail. Kronos has been implemented for payroll, but there are still steps to take in regards to the advanced scheduler applications.

Agenda Item #7:

**IS Director's Report as part of Scheduled Agendas**

- Committee member Pollnow suggested that the IS Director's report to the committee, which is on each months agenda, should be distributed in writing prior to the meeting. Pollnow further added that reports such as the summary on the Kronos project should be part of the public record, distributed with the agenda. Francour stated that she would need more time to prepare these if this is the case since she typically doesn't get the meeting agendas until less than a week before the meeting. Francour would prefer that she gives her IS report as she has been doing, and if there were questions on specific items she can't answer, that they should be agenda items at the next meeting.
- Committee agreed to continue the report on operations as it has been done to date.

Agenda Item #8:

**Report on IS operations since the last meeting**

- Francour reported on IS operations since the last meeting.
- The fiber project on the intersection of main and church has begun. Francour did explore underground options and that isn't possible per the city.
- The CAD project is projected to be completed in 2014
- The Luna project - they agreed further consultation with the Milwaukee attorney is on hold in order to change the look and feel of the product to prevent any possible copyright risks.

- Court house security project had been approved by the county board, IS may be involved in the data storage aspects if video is used.
- Francour asked that if the committee wants updates from the sheriff department projects it should be agendaized.

Agenda Item #9:

**Subjects & Time of Next Meeting**

- Possible items include paperless county board issues, Luna Project, Budget Update.

Agenda Item #9:

**Adjourn**

- Reynolds moved to adjourn, Pollnow 2<sup>nd</sup> carried 6-0 voice vote. Meeting adjourned at 7:58 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

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Larry Smith, Chairman