

Approved Information Systems Committee Meeting Minutes

Date/Time: September 12, 2012 at 6:30 PM

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

Present: Committee Members:
Larry Smith, Chair
Ron Hardy, Secretary
Marissa Reynolds, Member
Harold Singstock, Member
Bill Pollnow, Citizen Member
Patty Francour, IT Dept. Head
Mike Breuer, staff

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 Pollnow and 2nd Reynolds to approve the agenda. Carried by 6-0 voice vote.

Agenda Item #3: **Public Comments**

- None

Agenda Item #4: **Approve minutes of August 22, 2012 meeting**

- Moved Reynolds and 2nd Pollnow to approve the amended August 22 meeting minutes.
Carried by 5-0 voice vote with one abstention (Hegg)

Agenda Item #5: **Discussion of how best to notify all IS Committee members of the details and costs for new IS budget items prior to them being put on the agenda**

- Singstock clarified that his intent with this agenda item was that when items are going to be on the agenda, relevant information about the cost and other specifics should be sent to committee members before the meeting, when the agenda is sent out, as supporting material. Singstock pointed out that board rule 8.3 states that agendas “along with appropriate attachments” shall be sent to board members seven days prior to a meeting. Francour noted that this committee has never done that, but we could.
- Committee members asked if Francour could put together summary information about software purchases for committee members such as cost benefit, life expectancy of the product, etc.
 - Committee agreed that the IS Committee will adopt board rule 8.3 for committee business. This will be an agenda item at the next meeting.

Agenda Item #6: **Discussion of MUNIS, how it’s now working and future use of the system**

- Francour reported that the MUNIS system has been live for Finance since July 2011 and live for HR since January 2012. People knew in advance that this system was not as sophisticated as “PeopleSoft”. MUNIS has saved the county money by not requiring as much staff support

to maintain. The procedural kinks are still getting worked out. All the budget items are now in MUNIS, everyone is now being paid out of MUNIS. It is doing everything that it is intended to do. Finance is happy with it, HR has a few problems.

- HR indicates that the reporting tools were not as advertised, and MUNIS is not working with FMLA (Family Medical Leave Act) needs. IS staff can fix the FMLA issue but HR wants to wait for the KRONOS upgrade first. We currently have two time keeping systems, KRONOS and an in-house built "time card" system.

Agenda Item #7: **Report on IS operations since last meeting**

- IS completed the cell phone refresh, an in-house re-write of a public health application, and is upgrading the email exchange server. IS has shared technical information on a new County Board voting system for use during county board meetings with the County Board Chair.
- Singstock asked about the fiber network user agreement, and Francour stated that she got a few more agreements signed and returned.

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

- Next scheduled meeting will be October 17, 2012, at 6:30 PM.
- Possible agenda items include: Action on committee using rule 8.3; Discussion and possible action on a MUNIS fix for FMLA; Guidelines for project justification;

Agenda Item #9: **Adjourn**

- Reynolds moved to adjourn, Pollnow 2nd carried 6-0 voice vote. Meeting adjourned at 7:55 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

Larry Smith, Chairman