

APPROVED Information Systems Committee Meeting Minutes

Date/Time: September 16, 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
Andy Turner, Member
Bill Pollnow, Citizen Member
Patty Francour, IT Dept. Head
Mike Breuer, Staff
Chuck Orenstein, Staff
Mike Collard, 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**

- Motion to move Item 8 to after item 5, approved 5-0. Moved Hardy and 2nd Turner to approve 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 Singstock, Hardy 2nd to Amend Item 7 in minutes, approved 3-2-1 (Nay Hegg, Pollnow, Abstain Turner). Moved Hardy, Singstock 2nd to approve amended minutes, carried by 3-2-1 voice vote (Nay Hegg, Pollnow, Abstain Turner).

Approve minutes of August 19, 2013 meeting

- Moved Hardy, Hegg 2nd to Amend Minutes, approved 5-0-1. Moved Hegg, Pollnow 2nd to approve minutes, approved 5-0-1.

Agenda Item #5: **Discuss the Technology section of the new employee handbook**

- Committee member noted that the technology section of the new employee handbook has been expanded from one page to five pages, and this committee hasn't talked about it. IS director indicated that the principles are the same but fleshed out. HR director explained that the impetus for the change was that most good policies have this level of detail, especially in regards to privacy and security, and this change is a good improvement. Committee discussed the revised section.

Agenda Item #6:

IS Director's Report

- Francour reported that she has been working with the finance director on the technology replacement fund. In October, there will be a presentation before the board on a large phone system replacement project, which will then go to committees for approval, as it would be if it were a capital improvement project, however staff want to pay for it from the technology replacement fund. Committee discussed the phone system and the technology replacement fund.

Agenda Item #7:

LUNA Project Update

- Staff reported on the progress of the LUNA software project. The existing human services software has declined in quality and support over the years. Staff investigated alternative third party software and determined that they could write software in house that would serve human services needs better than the existing software. Staff has been writing new source code, and is improving the look and feel of the product.

Agenda Item #8:

KRONOS Upgrade and Scheduling Software Implementation Summary

- The Sheriff department is using Kronos. Parkview is using Kronos, but they are still implementing the advanced scheduler module. Parkview has a complex staff scheduling needs, with different rules for different staff groups. Housekeeping is fully set up with Kronos advanced scheduler, but the other staff groups are still in progress to get set up fully with Kronos. Staff believes the project will come in under budget.

Agenda Item #9:

Report by Chair on Tablets used by other Counties

- Chair reported that Door County is a paperless county board, and that their staff would be willing to come to one of our meetings to answer questions. Committee discussed the pros and cons of going paperless.

Agenda Item #10:

Subjects & Time of Next Meeting

- Monday October 21, 2013, at 6:30 PM. Possible items include a presentation from Door County on using tablets, update on phone system replacement.

Agenda Item #9:

Adjourn

- Hardy moved to adjourn, Hegg 2nd carried 6-0 voice vote. Meeting adjourned at 8:29 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

Larry Smith, Chairman