

Information Systems Committee Meeting Minutes

Date/Time: January 20, 2010 @ 6:30 p.m.

Location: Room 500-Court House
415 Jackson St.
Oshkosh, WI. 54901

Present: Committee Members:
Jef Hall, Chair
Jim Nelson, Vice Chair
Al Jacobson, Secretary
Pat Brennand, Member
Ron Eichman, Member
Patty Francour, IT Dept. Head

Excused: Bill Pollnow, Citizen Member

Visitors: Captain Mark Habek, Sheriffs Department
Sandy Walsh, I.S. Dept.

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

- The meeting was called to order at 6:35 p.m. by Chairman Hall.

Agenda Item #2: **Approve Agenda:**

- Moved by Ron Eichman and 2nd by Pat Brennand to move Item # 6 before the Directors report and to approve the amended agenda. Carried 5-0 by voice vote.

Agenda Item #3: **Approval of Minutes:**

- It was moved by Ron Eichman and 2nd by Pat Brennand to approve the November 18th and November 24th, 2009 minutes. Carried 5-0 by a voice vote.

Agenda Item #4: **Director's Report:**

- Mr. and Mrs. Last requested I.S. records of e-mails and minutes of the Airport committee and director. The request was referred to Mr. Bodner, the reports will be run and given to Peter Moll.

- We are on track for fiber projects this spring. We will get one itemized bid for B’Gosh, ParkView, Fair View Tower, Highway and Transfer station to Sunny View Tower.
- The WEB redesign is going well. The goal is to release in February.
- About 900 LCD computer monitors have been upgraded and changed out.
- Facilities approved the budget request and proposal to tear down The Pavilion at ParkView but left out of the budget the \$250,000.00 needed to move the fiber hub.
- The move to the B’Gosh building planning has started. I.T. has requested a key so they can enter the building and do preliminary checks. They will need to test and label all the wall jacks for computers and phones since none are labeled now. Walls and cubicles have to be changed before I.S. can do their work. This will have to be done to prevent delays in moving into the building.
- I.S. has asked for a new closet to be built at The Coughlin Center for location of the fiber hub. It is expected this will take 3-4 weeks for the work to be done which could delay the hub moving.
- There was discussion about the air conditioning in the Coughlin Center computer room and The B’Gosh computer room. The B’Gosh unit is old and there are concerns about this.
- It was moved by Ron Eichman and 2nd by Jim Nelson to accept the Directors Report. Carried 5-0 by voice vote.

Agenda Item #5:

Fiber Hub Relocation:

- The revised Fiber Optic Network map was reviewed. There are 380 strands and the older copper strands will be eliminated.
- Discussion of \$215,000.00 budget transfer request to relocate the fiber hub to The Coughlin Building. This was left out of The Facilities Budget and since the hub must be relocated before The Pavilion can be razed a transfer request was made.
- Pat Brennand moved with a 2nd by Ron Eichman to approve the Capital Project request. Carried 5-0 by voice vote.

Agenda Item #6:

Digital Dictation System:

- Sandy Walsh presented information about a capital budget request to upgrade to a digital dictation system. The

current system is used by ParkView, Human Services and the Sheriffs Department. The new system will replace an obsolete system currently in use that uses tapes.

Information can be stored on the county network by either hand held recorders, regular or cell phones where the information is uploaded to the system to be transcribed.

- A RFP was sent out and 4 bids were received. Cost of the equipment is \$98,000.00 with a projected annual maintenance fee of \$9,250.00 to be apportioned between departments using the system.
- Ron Eichman moved to approve the request with a 2nd by Pat Brennand. Carried 5-0 by voice vote.

Agenda Item #7: **Fiber Policy:**

- Discussion about various projects.

Agenda Item #8: **Next Meeting:**

- The next meeting is scheduled for February 17, 2010 in room 500 of the Court House.

Agenda Item #9: **Topics for Next Meeting:**

- Submit items for discussion.

Agenda Item #10: **Adjournment:**

- It was moved by Ron Eichman and 2nd by Pat Brennand to adjourn. Carried 5-0 by voice vote. Meeting adjourned at 7:05 pm.

Respectfully Submitted by;

Al Jacobson, Secretary.

Jef Hall, Chairman