Winnebago County Information Systems Committee Meeting Minutes
Wednesday, January 9, 2019

DATE: Wednesday, January 9, 2019

TIME: 4:30 p.m.

PLACE: Ground Level Conference Room (Rm 120)
      112 Otter Ave. Oshkosh, WI

PRESENT**:** Patrick Brennand
        Steve Lenz
        Lawrence Smith
        Stephanie Spellman
        Aaron Wojciechowski
        Rachel Youngquist

ALSO PRESENT: Sue Ertmer
              Patty Francour

Aaron Wojciechowski called the meeting to order at 4:31 p.m.

Public Comments
None

Lawrence Smith moved to approve the agenda, seconded by Steve Lenz. Carried 6-0.

Lawrence Smith moved to approve the minutes of October 10, 2018, seconded by Patrick Brennand. Carried 6-0.

1. Discussion: Selection of Secretary
Stephanie Spellman was nominated and accepted the role of committee secretary

2. Discussion: Rules on Per Diem
                a. Step-by-step process for both paper and paperless per diems

Problem: Current process of paper and electronic forms and the Chair physically signing each document is inefficient and uses the time of many county resources including the Clerk's Office, HR, Finance, and IT.

Proposed solutions:
- Standardized, centralized process
- Using an application or system to streamline the process; phased implementation until the beginning of the new term

Action item:
- Sue will reach out to other counties to find out how they handle expense reporting

3. Discussion: Rules on County Electronic Devices Usage
County currently has an electronic resource use policy but there is no enforcement of the policy

Action items:
- Patty will check if the Counties Association has rules already created
- Sue will check with other counties on what electronic device usage policies exist

4. Discussion: Voting on iPads
- Sue completed a demonstration with the vendor

Action item:
- Patty will look into the possibility of performing tests and piloting iPad voting with a small number of Supervisors

5. IS Director's report – discussion of business since last meeting (October)
- IS Department is fully staffed at 18 employees
- An electronic health records software is being implemented
- The county is moving to Windows 10 operating systems and Microsoft Office 2016
- The Human Services building is out for bid
- The IS Department conducted a phishing test by sending out an email to county email addresses. 37% of users opened the file attached in the email and some entered their personal details into an online form.
- To help raise awareness of cybersecurity, all individuals with a county email address have been assigned a 15 minute training video; users who do not take the course within the allotted timeframe will have their managers notified.
- The county servers now have an offline backup that will store county data if there is a breach; data will be one day behind.

6. Subjects and time of next meeting
The next meeting is scheduled for February 13, 2019. The meeting time has been changed from 4:30 pm to 5:00 pm.

Submitted by
Stephanie Spellman