DRAFT Information Systems Committee Meeting Minutes

Date/Time: February 18, 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
               Patty Francour, IT Dept. Head
               Marissa Reynolds, Member
               Bill Pollnow, Citizen Member
               Mark Habeck, staff

Agenda Item #1:   **Call to Order**
- The meeting was called to order at 6:31 PM by Chairman Smith

Agenda Item #2:   **Approve Agenda**
- Moved Reynolds and 2nd Pollnow to approve the agenda. Carried by 5-0 voice vote.

Agenda Item #3:   **Public Comments**
- None

Agenda Item #4:   **Approve minutes of January 16, 2012 meeting**
- Moved Hardy and 2nd Reynolds to approve the January 16 meeting minutes. Carried by 4-0-1 voice vote.

Agenda Item #5:   **Discussion on Cell phone usage and reimbursement policy**
- Bill Pollnow had distributed a copy of Neenah's new cell phone use policy for staff. Neenah's policy sets a stipend so that it is easier to manage, which saves administrative costs. Francour reported that the County has a cell phone policy. Francour noted that the Neenah policy is very good, and would work for the "bring your own device" options the County might consider in the future. If the County did this, the County would have to require that employees have their devices password protected. We do not currently provide stipends for employees using their own devices. We have approximately 250 county issued cell phones.

- Discussion took place about the Neenah policy and current county policy. Pollnow suggested that we collect some data on what we spend administering county issued cell phones versus what it would cost to provide stipends for "bring your own device" cell phones. Committee discussed how future developments in technology and the cell phone industry might impact county cell phone policy, and the benefits of preparing in advance for that.
- Committee asked for information on existing cell phone expenses, including administrative costs, and what it might cost if the county adopted a "bring your own device" policy.

Agenda Item #6: **Report on IS Operations since last meeting**
- The Kronos upgrade is in progress. Tentative goal of March 10 for Parkview and March 14 for the Sheriff's office.
- The TCM rewrite for Human Services is in progress, data is being converted, security and financial tables are being built.
- The Public Health application being written is called PHAL (Public Health Activity Log), it went live February 1. PHAL replaced the licensed product "champ", which will save the county money in maintenance costs.
- Fiber from Ameritech building has been disconnected.
- IS retired the IBM server, a very old machine.
- The new voting system for the County Board should be in place by the March county board meeting.
- IS Replaced the email archiving system and is currently porting the old data to the new appliance.

Agenda Item #7: **Subjects and time of next meeting**
- Next scheduled meeting will be the third Monday of the Month: March 18, at 6:30 PM.
- Possible agenda items include: technology fund discussion; cell phone policy discussion

Agenda Item #9: **Adjourn**
- Hegg moved to adjourn, Pollnow 2nd carried 6-0 voice vote. Meeting adjourned at 8:06 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

_____
Larry Smith, Chairman