

## Information Systems Committee Meeting Minutes

Date/Time: June 13, 2012 at 6:30 PM

Location: County Administration Building  
112 Otter Street, Oshkosh  
1<sup>st</sup> Floor Meeting Room

Present: Committee Members:  
Larry Smith, Chair  
Guy Hegg, Vice Chair  
Ron Hardy, Secretary  
Marissa Reynolds, Member  
Harold Singstock, Member  
Bill Pollnow, Citizen Member  
Patty Francour, IT Dept. Head  
Mark Habeck, Public

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 2<sup>nd</sup> Reynolds to approve the agenda. Carried by 6-0 voice vote.

Agenda Item #3: **Public Comments**

- None

Agenda Item #4: **Approve minutes of May 9, 2012 meeting**

- Moved Reynolds and 2<sup>nd</sup> Hegg to approve the May 9 meeting minutes. Carried by 6-0 voice vote.

Agenda Item #5: **Discuss implementing a user fee for the Foxnet for existing users that have not signed the department's use agreement**

- Approximately half of the users of the Foxnet have not signed the department's use agreement. Court Council stated that we cannot implement a user fee because we don't have a use agreement to base it on. It has been one year since the use agreement was sent to be signed. Committee recommended that IT re-send the use agreement to the entities that haven't signed it yet and request it be signed.

Agenda Item #6:

**Director report; review of organizational chart for new board members; director review of 2012 goals and objectives; director review of Sheriff's radio project.**

- Patty Francour went over the Information Systems Organization Chart, which includes 16 people. Francour explained the process that is used for requesting software purchases or development.
- Francour reviewed the Information Systems Department's 2012 goals, and the progress so far. The HR system is live, Payroll is almost complete, Finance is done. The Intranet project has been stalled after losing a programmer. IS has given input into the Parkview Health Center expansion. Other goals and objectives are ongoing tasks such as virtualizing servers and security checks on the system. In-house training continues. The Parkview phone system project is on hold by request of Parkview.
- Francour described the current status of the Sheriff's radio project, which should be up and running by January 1, 2013. Captain Mark Habeck provided additional information about the state of the project. We have purchased the land, and have prepared the surface. Construction of the tower should be completed in September. At that point Motorola will begin installing hardware. New PC workstations are being installed in preparation for the new system. The old and new system will be running simultaneously for three months until the new system has been signed off as complete. We are currently six weeks ahead of schedule.

Agenda Item #7:

**Discuss and take action on the KRONOS Timekeeping project.**

- There has been no movement on the KRONOS Timekeeping project. IS had made a funding request for upgrading Parkview and the Sheriff's Dept's current KRONOS system which is at end of life. Personnel and Finance committee instead suggested upgrading the entire county timekeeping system and adding biometrics, and authorized a budget transfer larger than requested by the IS committee. IS Committee never approved a county wide timekeeping upgrade.
- Committee agreed to revisit the original budget transfer proposal to upgrade KRONOS for Parkview and the Sheriff's Department at the next meeting.

Agenda Item #8:

**Report on IS operations since last meeting**

- Patty Francour updated the committee on IS operations since the last meeting. A new programmer is being trained, and another person is coming on staff in June which will have the department at full staff.

Agenda Item #9:

**Subjects & Time of next meeting**

- Next meeting, July 11, 6:30 PM
- Possible subjects: KRONOS Proposal; Noticing committee meetings in the newspaper; Possible future meeting with Facilities;

Agenda Item #10:

**Adjourn**

- Moved Bill Pollnow and 2<sup>nd</sup> Guy Hegg to adjourn. Carried by 6-0 voice vote. Meeting adjourned at 8:15 p.m.

Respectfully Submitted by;

Ron Hardy, Secretary.

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Larry Smith, Chairman