APPROVED Information Systems Committee Meeting Minutes

Date/Time: October 21, 2013 at 6:30 PM

Location: County Administration Building
                112 Otter Street, Oshkosh
                1st Floor Meeting Room

Present: Committee Members:
                Larry Smith, Chair
                Ron Hardy, Secretary
                Andy Turner, Member
                Harold Singstock, Member
                Patty Francour, IS Dept. Head
                Gina Eiden, staff
                Mark Moeller, visiting presenter
                Tim Ullman, visiting presenter

Absent: Guy Hegg, Vice Chair
                Bill Pollnow, Citizen Member

Agenda Item #1:   **Call to Order**
                    - The meeting was called to order at 6:40 PM by Chairman Smith

Agenda Item #2:   **Approve Agenda**
                    - Moved Hardy and 2nd Singstock to approve the agenda. Carried by 4-0 voice vote.

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

Agenda Item #4:   **Approve minutes of September 16, 2013 meeting**
                    - Moved Turner and 2nd Singstock to approve the September 16, 2013 meeting minutes. Carried by 4-0 voice vote

Agenda Item #5:   **Presentation by Mark Moeller (Door County Supervisor) on Tablet use in Door County and Economic Impact**
                    - Smith introduced two guests from Door County, which has implemented a tablet policy for the Door County Board. In 2010, Door County IS Committee put in their budget money for 23 tablets for County Board members, which passed unanimously. Their goal was to move to a paperless County Board.

- In Door County, the IS Committee was used as a trial group for a paperless county board, with members going six months using tablets only, no paper documents. The County Clerk took steps to ensure that all agendas, minutes, and supporting documents were online searchable PDF documents.
- The Door County IS Committee and staff made the decision to go with a uniform type of device, the Motorola Zoom tablet, which was less expensive than iPads. Each County Board Supervisor was set up with a generic email address that was required to be used with all official county board communications. The email addresses were tied to the district, not the individual, for example: "district17@co.door.wi.us" , which ensured that there was continuity from board to board. The tablets are associated with the district represented, not the individual, and owned by the County.
- After a trial period with the entire board, in November 2011 they cut off the use of printed packets for the County Board and moved to online distribution only. All county board materials were posted online, and all supervisors accessed their packets, agendas, and minutes via their tablets. There was some difficulty at first, but they intentionally worked through each problem as it came up. Now there are no problems.
- Door county estimates that costs of printing packets, printing amended agendas, and printing annual budgets paid for half the tablets alone, not including the savings from shipping. There were additional non-measured costs saved in staff time. They emphasized that a major benefit was the rapid distribution of meeting information to constituents by posting information online faster than print distribution.
- IS Committee members discussed the logistics and the pros and cons of going paperless as a county board.

Agenda Item #6:   **Summary of Kronos Scheduling Software Implementation to date**
- Four basic areas in Parkview are moving to the Kronos Advanced Scheduler. Half of them are done, the other half are not. Food service will migrate to the advanced scheduler in January, and Nursing will be the last group as it is the most complicated.

Agenda Item #7:   **Discussion on Phone Replacement Project**
- Francour distributed a document for reference regarding the phone replacement project. The initial plan to replace the voice mail system has been impacted by the forthcoming need to replace the phone system, and the benefits of integrating the two. We already have funding for the voice mail portion of the project, but not the phone replacement project. The goal is now to place this cost into the Technology Replacement Fund, but still do

a presentation for the County Board and hold a vote as if it were a bonded project, although it will not be bonded.

- Committee discussed this project and how it is being handled.

Agenda Item #8:   **IS Directors Report**

- LUNA is having weekly design meetings, working on hard deadlines of fourth quarter of 2014 for implementation.

Agenda Item #9:   **Subjects and time of next meeting**

- Next scheduled meeting will be November 18, 2013, at 6:30 PM.
- Possible agenda items include: Vote on phone system replacement funding.

Agenda Item #9:   **Adjourn**

- Hardy moved to adjourn, Turner 2nd carried 4-0 voice vote. Meeting adjourned at 8:47 PM

Respectfully Submitted by;

Ron Hardy, Secretary.

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Larry Smith, Chairman